

<b>STRAIT REGIONAL CENTRE FOR EDUCATION</b> <i>Excellence in Lifelong Learning</i>  <b>PROCEDURES</b>	<b>Volunteers in the School</b>	
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### Volunteers in the School

**This procedural document aligns with the Provincial Volunteer Background Check Policy**

#### **General**

1. The Principal shall ensure all potential volunteers who have expressed an interest in working in their school are screened to ensure the right match is made between the work to be done and the person who will do it. Subject to the requirements outlined below, screening practices are at the discretion of the Principal.
  
2. Prior to approval, and given the nature of the operations of the Strait Regional Centre for Education (“SRCE”), including dealing with minors and vulnerable populations, all volunteers as defined in the Provincial Volunteer Background Check Policy shall complete and provide the following documentation to the school Principal(s) of the school(s):
  - Volunteer Application Form (Appendix A on Page 5).
  - Confidentiality Agreement (Appendix C on Page 9).
  - Vulnerable Sector Check. This check is valid for three years. Volunteers shall submit an official, original Vulnerable Sector Check provided by the RCMP or other issuing agency. A photocopy is not acceptable; and
  - Child Abuse Register Search. This search is valid for three years. A validated copy of the original Child Abuse Register Search as provided by the Nova Scotia Department of Community Services will be accepted by staff. In the event that the original document is not left with the school, the SRCE staff person will view the original, maintain a copy of the original with a notation and date as to when the original was viewed.

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### Principal's Responsibilities

1. The Principal shall ensure that volunteers are provided with all required forms, including a copy of these Procedures and related Policy.
2. The Principal shall ensure all prospective volunteers are screened as described above.
3. The Principal shall ensure the prospective volunteer is provided with a letter requesting waiver of the fee for the Vulnerable Sector Check Please refer to Appendix B on Page 8.
4. If an individual applies to volunteer at more than one school in the SRCE and has already been approved to volunteer at one school, information on their approval status may be shared with another principal(s) with their written consent.
5. The Principal may choose to schedule a formal meeting or interview with the prospective volunteer prior to approval.
6. The Principal shall ensure a confidential file is maintained for each volunteer that includes all documents provided to the school as part of the approval process.
7. The Principal shall ensure that confidential files will be stored and managed in a secure centralized location to avoid unauthorized access, use, alteration disclosure or disposal of personal information.
8. In any instance where an application to volunteer in the SRCE's schools has been made and the Child Abuse Register Search and/or Vulnerable Sector Check (together, "**Security Checks**") indicates that the volunteer could pose a risk to students, the application shall be rejected.
9. Where areas of concern are identified following review of the Security Checks, the final decision(s) concerning suitability for service shall be made by the Principal, in consultation with the Director of Human Resources/designate, other appropriate SRCE staff and legal counsel. In no circumstances will an individual whose name appears on the Child Abuse Registry be approved as a volunteer.

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10. The Principal shall meet with approved volunteers to complete orientation on relevant SRCE policies and ensure they are aware of any necessary information required to ensure the safety of the students they are supervising.

10.1 Principals shall ensure individuals involved in student travel comply with all requirements outlined in the Student Travel Policy IV-B-6 and supporting procedures, PRO IV-B-6.

11. The Principal shall ensure that teachers notify parents/guardians in writing when individuals volunteer in their classrooms on a regular basis.

12. The Principal shall ensure the ongoing tracking of volunteers includes the provision of an identification badge and adherence to the school's sign in/sign out procedures.

13. The Principal shall ensure the volunteer is advised when their Security Checks have expired. At expiration, the volunteer is no longer approved.

14. The Principal has the discretion to discontinue the services provided by a volunteer at any time.

**Registered Volunteer Responsibilities**

1. Volunteers must complete Appendix A: Volunteer Application Form as provided by the School Administration.
2. Prior to approval, volunteers must provide the school Principal with a Vulnerable Sector Check and Child Abuse Register Check that is current within six (6) months of the application.
3. It is the responsibility of any approved volunteer to contact the Principal should they be subject to a charge or conviction under the *Criminal Code of Canada*.
4. While in the school, all volunteers shall sign in at the school office upon arrival and wear an identification badge. This badge must be returned to the office at the end of each visit and the volunteer shall sign out prior to their departure from the school.
5. While volunteering with the SRCE, volunteers have a duty to abide by SRCE policies and procedures as well as applicable provincial legislation, policies and procedures.

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6. Volunteers are expected to act as role models for students and the school community.
7. Volunteers must treat students in a respectful, dignified and fair manner with due consideration to the students' physical, social and psychological development as well as cultural and academic diversity.
8. It is essential that all school staff and volunteers collaborate to work respectfully, positively, cooperatively and professionally.
9. Volunteers need to be aware that school staff has the responsibility to report any behavior of a volunteer that is deemed inappropriate or may pose a risk to student and staff safety.
10. Volunteers are expected to respect the privacy of the students and are required to maintain confidentiality at all times. As such, volunteers shall sign a confidentiality agreement prior to providing volunteer service. Please refer to Appendix C at Page 9.
11. Volunteers shall act only with the scope of their duties as a volunteer with the SRCE in order to maintain accident and liability coverage under the School Insurance Program (SIP).
12. Volunteers are expected to communicate regularly with the relevant teacher, lead chaperone, or administrator. Volunteers are expected to take questions, concerns and suggestions to the relevant teacher, lead chaperone, administrator or duty supervisor. Communication about students and student issues with anyone other than those persons listed is prohibited.
13. Volunteers are required to refer concerns with student's health and wellness and/or behavior to the relevant teacher, lead chaperone, or administrator.
14. Volunteers must be reliable and committed to supporting the school and shall notify the school administration in advance if absent.

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**Appendix A: Volunteer Application**

**Part 1**

Volunteers must complete this form and comply with the Provincial Volunteer Background Check Policy and supporting Volunteers in the School procedures. **This application process does not include visitors to the school.**

All potential/prospective volunteers shall complete and provide this Application Form to the Principal of the school at which you wish to volunteer.

Volunteer's Name: \_\_\_\_\_

- I have a student registered in this school and I have the same address found in PowerSchool.

Student Name(s): \_\_\_\_\_

- I do not have a student registered in this school and my mailing address is:

\_\_\_\_\_

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Email

Please provide two references (not including family members). It is at the Principal's discretion as to whether or not a reference check will be completed.

Name

Telephone Number

\_\_\_\_\_  
\_\_\_\_\_

I expressly acknowledge that:

- I am required to complete a Child Abuse Register Search and submit it to the Principal;
- I am required to complete a Vulnerable Sector Check and submit it to the Principal;

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- Acceptance of my offer of assistance as a volunteer is entirely within the discretion of the Principal;
- As a volunteer, I am not an employee of the SRCE and the SRCE has no contractual obligations arising from my volunteer service;
- It remains within the discretion of the Principal at any time to decline my offer of assistance as volunteer, with or without reasons as they determine. The decision concerning the selection, placement or replacement is, in the normal course, made by the Principal.
- I will not make any claim or take any proceeding against the SRCE, or other persons acting for or on its behalf, with respect to my service as a volunteer or the termination of such service.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_, at \_\_\_\_\_, Nova Scotia.

\_\_\_\_\_  
Volunteer Signature

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**Part 2**

Once approved:

- I have attended a meeting with the Principal and have completed orientation on relevant SRCE policies and I am aware of any necessary information required to ensure the safety of the students I am supervising.
- I am an approved volunteer at [Insert name of school] and authorize the sharing of my documentation to the school named in this application.
- I have been provided with a copy and have reviewed the Provincial Volunteer Background Check Policy and supporting Volunteers in the School procedures.
- I have been provided a copy, have reviewed and signed the Confidentiality Agreement.
- I have been provided a copy and have reviewed Policy V-B-7, Allegations of Sexual Misconduct Involving Students, and supporting procedures, PRO V-B-7.
- I acknowledge that it is my obligation to report to the Principal any entries on the Child Abuse Registry or any Criminal convictions or charges which may occur after the acceptance of my application as a volunteer;

By signing below, I am indicating that I have read and agree to abide by all of the above documents. In addition, I am agreeing to the guidelines specifically provided by the Principal for my respective volunteer role.

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have approved the above-named volunteer, have provided them with all required documentation and reviewed with them their role within my school.

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Appendix B:**

**Sample Letter Requesting Waiver of Fee for Vulnerable Sector Check for Volunteers in Schools**

[Place on School Letterhead]

[Insert date]

**Royal Canadian Mounted Police**

[Insert address]

Dear Sir/Madam:

[Insert school name] and the Strait Regional Centre for Education (“SRCE”) encourages the participation of parents/guardians and members of our school community as volunteers in schools. Volunteers have a positive impact on student learning and school activities. They assist us in a number of capacities and a variety of activities that enable us to enrich the educational opportunities available to our students.

The SRCE requires that all volunteers in schools must have a completed Vulnerable Sector Check and Child Abuse Register Check on file.

Name: \_\_\_\_\_ DOB: \_\_\_\_\_

has applied to volunteer with our school. As a school volunteer, they will be in a supervisory role and have close contact with and authority over individuals and groups of students and therefore in a position of trust over this vulnerable population. As such, we respectfully request that any fee associated with this service be waived.

Thank you for your assistance with this request and for your support of students and schools in the Strait Region.

Sincerely,

[Principal name]

Principal



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## Appendix C: Confidentiality Agreement

### ***Introduction***

Privacy and the protection of confidential and personal information is a serious issue and one of which all volunteers need to be aware when undertaking their role with the Strait Regional Centre for Education. Failure to do so can have legal ramifications. Volunteers also need to be aware that confidentiality still applies after volunteerism with the SRCE ceases.

### ***Definitions***

**For the purposes of this agreement, the following definitions apply:**

**“Registered Volunteer”** is as defined in the Provincial Volunteer Background Check Policy.

**“Confidential information”** means information to which you have access by virtue of your volunteer activities with the SRCE and which is not available to the public, including;

- a) personal information about students and other members of the SRCE community;
- b) information that the SRCE specifies as confidential; and
- c) any information not on the public record and not available upon request.

Confidential information can appear in any form and be recorded on any medium, including but not limited to:

- (a) Written records
- (b) Electronic records
- (c) Social media
- (d) Information conveyed verbally

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In accordance with Section 3(1)(i) of the *Freedom of Information and Protection of Privacy Act* (FOIPOP) “**Personal Information**” means recorded information about an identifiable individual, including:

- i. the individual’s name, address or telephone number,
- ii. the individual’s race, national or ethnic origin, colour, or religious or political beliefs or associations,
- iii. the individual’s age, sex, sexual orientation, marital status or family status,
- iv. an identifying number, symbol or other particular assigned to the individual,
- v. the individual’s fingerprints, blood type or inheritable characteristics,
- vi. information about the individual’s health-care history, including a physical or mental disability,
- vii. information about the individual’s educational, financial, criminal or employment history,
- viii. anyone else’s opinions about the individual, and
- ix. the individual’s personal views or opinions, except if they are about someone else.

This agreement has been developed by the SRCE to ensure that you understand your responsibilities. If you do not understand any part of this document or if you have uncertainties about its interpretation, you should discuss the matter with your Supervisor. **Please read the Confidentiality Undertakings carefully.**

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***Confidentiality Undertakings***

- i. I will comply with the legislation, policies and procedures of the SRCE relating to confidentiality.
- ii. I regard as confidential, and will not divulge other than as required by law any information of a personal or domestic nature concerning either students or their home environment, obtained through the course of my volunteer duties.
- iii. I will not disclose confidential information to any third party without the prior permission of the SRCE.
- iv. I will not copy or remove original files, forms or other confidential documents from offices, schools or any other site on which I undertake volunteer responsibilities for the SRCE.
- v. I understand that my obligations under this Agreement continue to have full force and effect when I am no longer a volunteer of the SRCE.

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**THIS AGREEMENT** is made on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

**BETWEEN**

**STRAIT REGIONAL CENTRE FOR EDUCATION**

AND

\_\_\_\_\_  
 Name of Volunteer

**SIGNED** for and on behalf of the **STRAIT REGIONAL CENTRE FOR EDUCATION**

\_\_\_\_\_  
 Principal and School Name Date

**Declaration**

I declare that I have read this confidentiality agreement and understand my responsibilities regarding the privacy and the protection of confidential and personal information. I understand that a breach of this agreement may impact on the right to privacy of an individual or the SRCE and may lead to legal proceedings.

**SIGNED** by \_\_\_\_\_  
Signature of Volunteer Date

**SIGNED** by \_\_\_\_\_  
Signature of Principal Date