

Policy Name: Volunteer Policy		Policy Number: 502
Created by: Principal	Version: 1.0	Approved: October 2019

Policy Statement:

At Lakeside School Kelowna we believe that the education of students is an undertaking that should be shared among its faculty, staff, Board of Trustees, parents, and members of the community. We actively support and encourage involvement of parents in a volunteer role and recognize the considerable benefits this provides to the intellectual, emotional, and social development of students. In addition, the participation of volunteers increases communication and positive relationships between the school, parents and the community.

Definition

In this Policy, the following terms have the meanings set out below:

“Volunteer” means a parent or other person who has made an accepted commitment to assist the school without expectation of compensation. This policy does not apply to students and to school staff who volunteer.

Principles and Procedures:

Lakeside School believes that the use of volunteers supports parental involvement, complements the skill and expertise of employees, assists the school in providing an enriched learning experience and extracurricular programs, and strengthens lines of communication among the school, home and community.

Volunteers are to be qualified, benefit the school, and not interfere with faculty and staff performing their regular duties or result in the displacement of an employee. An effective volunteer program requires a harmonious relationship between school faculty and volunteers.

While encouraging the community context of schooling, Lakeside School expects the school to be safe, secure, and a caring environment for the students. Therefore, appropriate screening, selection, and management of volunteers must be applied. Lakeside School, through the faculty and staff must maintain control of school programs and school-sponsored activities.

The Role of Volunteers

- Volunteers should function in a supportive role which is compatible with the philosophy of the school and should not undertake tasks that require making programmatic or educational decisions.
- Volunteers must not be used to provide services that would result in the displacement of any employee.
- All volunteers are expected to respect the confidential nature of any student, family, or school information. Volunteers may be asked to sign a confidentiality agreement depending on the type of service work you perform for the school.

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Screening, Selection, and Management of Volunteers

- Volunteers are selected on the basis of an ability to deal with students, skill in performing needed services, previous related experience, interest in the work, and personal character. In order to reinforce a sense of community, volunteers are encouraged from within the community at large, and efforts should be made to involve a wide representation of the community.
- The Principal, Administrator, or designate must ensure that the screening of potential volunteers includes following the Volunteer Screening Process, and depending on the nature of the activity and the extent of supervision undertaken by the potential volunteer, the need for an interview to determine the appropriateness of the volunteer candidate.
- When a volunteer will not be under the direct supervision of a teacher or administrator and will have regular and ongoing involvement with students, a criminal record check, interview and reference checks are required. The Principal, Administrator, or designate has the discretion to waive one or more of these processes if there is assurance the volunteer has previously undertaken a similar screening process.
- It must be recognized some applicants will not be suitable for volunteer work in a school setting. All information collected in the screening process should be officially documented and treated as confidential, except when the disclosure of information is necessary to determine suitability.
- A volunteer's services may be terminated at the discretion of the Principal, Administrator, or designate.

Orientation of Volunteers

An orientation for volunteers conducted by the Principal, Administrator, or designate should include a review of relevant and applicable policies and procedures. The supervising faculty member shall provide any necessary direction or specific instruction related to the volunteer's assignment, with particular attention to procedures related to student safety.

Supervision, Monitoring and Conduct of Volunteers

Volunteers are visitors and must report to the office on arrival and sign in unless other arrangements have been approved by the Principal, Administrator, or designate. Administration is required to maintain a list of volunteers and the specifics of their tasks. Parents will be informed if their child is working exclusively with a volunteer on a regular basis.

Volunteers shall meet all the criteria of conduct required of faculty and staff, shall not be under the influence of or in possession of illicit drugs or alcohol, shall maintain confidentiality of students and of school matters, and shall comply with all relevant and applicable legislation and school district policies. Complaints about volunteers should be handled by the supervising teacher or the school Principal, Administrator, or designate responsible for volunteers.