



VOLUNTEERS IN SCHOOLS

Context

The following Procedures are provided to assist Principals and Vice-Principals in ensuring the suitability of volunteers in their schools. Volunteers cannot volunteer at a school until the original Police Information Check has been completed by the RCMP and the volunteer's name appears in the District's database.

Procedures

1. It is the Principal's responsibility to ensure the suitability of volunteers in their school. At the beginning of the school year, staff should be informed of the processes to be undertaken before volunteers are permitted to perform any volunteer assignments. Potential volunteers should be asked to visit the school office before they begin volunteering in the school. They must be given the following pertaining to volunteers in schools:
 - *Police Information Check Form* with the *Volunteer Disclosure Statement* (Both available to schools from the Human Resources Office)
 - *Volunteer Code of Conduct* (Located in this manual)
2. Once a potential volunteer has completed the *Volunteer Disclosure Statement* for the police information check, the Principal must verify their identification. The *Volunteer Disclosure Statement* includes acceptable forms of identification. Two forms of identification must be obtained.
3. Both forms, including photocopies of identification, must be sent in the confidential envelope to the Human Resources Department where a designated staff member will forward them to the RCMP. The RCMP will return the checked package directly to the potential volunteer who has the option of mailing it to the Human Resources Department, delivering to the School Board Office in person, or dropping it off at the school office to be sent through the school mail.
4. Under the Principal's authority and discretion, a well-known person may volunteer prior to the receipt of the *Police Information Check* results provided **they are not working alone with students**.
5. The Human Resources Department will notify the Principal of any concerns associated with the police information check. In this case, the Principal will contact the volunteer applicant to advise them of the option of submitting a letter of explanation to the Human Resources Department for review and reconsideration as a volunteer. The Human Resources Department will advise the Principal of the outcome of the review and the Principal will advise the volunteer applicant accordingly.

6. The Human Resources Department will record the names of each approved volunteer, school location, and date in the *Volunteer Police Information Check* database located in the My23 Portal in the Department for Human Resources.
7. The Principal is responsible for establishing a school procedure for ensuring that a *Volunteer Code of Conduct* with the original signature of each volunteer is kept on file at the school with (a) a note of the date on which a reference copy of the signed document was given to the volunteer and (b) the initials of the staff member who provided the reference copy.
8. Approved volunteers are required to wear a Central Okanagan Public Schools volunteer identification badge while performing any duties as a volunteer. These badges should be picked up and returned to the office when the volunteer signs in and out. If this is not possible (e.g., a coach volunteering after regular school hours), the Principal or Vice-Principal could authorize the issue of a badge for return at the end of the activity season. If a school requires additional badges, the Principal or Vice-Principal can request them from the Human Resources Department.
9. Principals and Vice-Principals are encouraged to use the *Volunteers in Schools - Checklist* for ensuring that the mandatory steps for approving volunteers are followed. A copy of this form is available in this manual.
10. A Volunteer Police Information Check must be completed every four years for all approved volunteers.

Relevant Board Policy: 720: Volunteers

Developed by: Director of Instruction – Human Resources

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Related Documents in this Manual: (a) *Volunteers in Schools – Checklist* and (b) *Volunteers in Schools - Code of Conduct*