

## PARENT/GUARDIAN VOLUNTEERS

### BACKGROUND

The District believes that parents and/or guardians can play an important role in assisting with their children's education by acting as volunteers in the school and at school activities. The objective of this Administrative Procedure is to ensure that parents and guardians are provided an opportunity to enhance and support the education of their children by volunteering their time and expertise. Volunteer opportunities may include, but are not limited to, support in individual classrooms, in-school programs on field trips, in fundraising initiatives, at cultural events or at PAC or DPAC sponsored events.

Volunteers will be expected to maintain the integrity of school-based programs and to follow District and School Codes of Conduct and to support the School District's Mission, Vision, and Values. The Board expects all schools to be safe, secure, and caring environments for students. Therefore, appropriate safeguards respecting the selection, role and supervision of volunteers must be followed.

### PROCEDURES

1. School Principals shall be responsible for volunteer recruitment, selection, and assignments.
2. School Principals shall ensure appropriate orientation, training where required, and ongoing supervision.
3. School Principals must review the Volunteer Guidelines ([Appendix A](#)) with each volunteer. A copy of these guidelines should be provided to each volunteer for their reference.
4. Each volunteer must complete one of the following forms, as appropriate:
  - Volunteer Registration Form ([490-1](#))
  - Volunteer Driver Registration Form ([490-2](#))
  - Volunteer Criminal Record Check Registration Form ([490-3](#)) if requested.
5. A Criminal Record Search will be required for volunteers who are going on overnight trips, coaching, or interacting with students while not under the direct supervision of a teacher.
6. A Criminal Record Check is obtained by submitting to a background Police Information Check with Vulnerable Sector Screening (PIC-VS) with the New Westminster Police Department online at <http://www.nwpolice.org/services/police-information-check/>. Non-residents of New Westminster must contact their local police or RCMP department.
7. Criminal record checks are valid for five years after the date of issue.
8. The individual obtaining the criminal record check must submit their receipt to receive reimbursement from the District.

9. Criminal Record Checks will be reviewed and kept on file at the school. Volunteers who plan to volunteer in more than one school, must notify the school principal that a Criminal Record Check is already on file.
10. Volunteers working directly with students must do so under the supervision of school staff. This may include administrative, teaching or support staff. The degree of supervision, direct or indirect, to be provided by the staff member shall be determined by the Principal.
11. Volunteers will assist in areas which are not in conflict with existing union positions.
12. Volunteers must not be assigned tasks which would compromise student and/or family confidentiality
13. Volunteers are visitors in the school and will report to the office on arrival unless other arrangements have been approved by the Principal.
14. Volunteers may be asked to discontinue their role if they fail to keep their commitments, comply with District Policies and Procedures, or if their volunteer role is no longer needed.
15. Parents/Guardians shall be informed of all situations where volunteers are working with their children on a regular basis.
16. Volunteers who use their private vehicle to transport students must complete Volunteer Driver Registration Form ([490-2](#)), provide proof of a valid driver's license and confirm that there is adequate liability insurance to transport students. The form also includes a request for the Volunteer's Driver Abstract, available by request from ICBC. Volunteer drivers must have a clean driving record for a minimum of the two most recent years in order to transport students.

[Administrative Procedure 563: Student Transportation by Volunteer Drivers](#) provides guidance on the responsibilities of volunteer drivers. Principals are responsible for reviewing this procedure when volunteer drivers are used.

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**References:**        **Sections 17, 20, 22, 26.1, 65, 85 School Act**  
                         **Freedom of Information and Protection of Privacy Act**  
                         **School Protection Program**  
                         *Volunteer Registration Form (490-1)*  
                         *Volunteer Driver Registration Form (490-2)*  
                         *Volunteer Criminal Record Check Registration Form (490-3)*  
                         *Administrative Procedure 563 – Student Transportation by Volunteer Drivers*

**Appendix:**        *Parent-Guardian Volunteer Guidelines – Appendix A*

**Adopted: April 25, 2017**

**Revised: September 12, 2023**