

VOLUNTEER GUIDELINES

New Westminster Schools is a place where students love to learn. Our mission is to enable each student to learn in a safe, engaging, and inclusive environment. Volunteers can work together with staff to help create this environment. While welcoming volunteer participation, the District is responsible for establishing safety procedures related to school volunteers. In order to ensure the safest possible environment for all students, all volunteers must read the following guidelines and complete the appropriate Volunteer Registration Form(s), Volunteer Registration Form ([490-1](#)) available on the school website, Volunteer Driver Registration Form ([490-2](#)) or Criminal Record Check Registration Form ([490-3](#)).

The following list includes typical volunteer activities in our schools:

- Assisting with transportation as outlined below.
- Assisting at special events/social activities such as hot lunch days, Jump Rope for Heart, and the Terry Fox Run
- Reading with children
- Assisting with breakfast and snack programs
- “Tidying up” shelves in the library
- Organizing/assisting with graduation activities, charitable drives, fun fairs, lost and found items, care for classroom pets, and with community gardens
- Organizing/assisting with fundraising as outlined in Administrative Procedure 520: Fundraising Activities and Sponsorship in District Facilities
- Chaperoning on field trips and overnight trips as outlined in Administrative Procedure 260: Field Trips and Administrative Procedure 261: Field Trips – Out of Province

General Information

1. A “volunteer” is defined as an individual, who performs a service within the District without compensation, remuneration or other consideration, under the supervision and direction of the professional staff of the district to whom they are assigned. School volunteers serve without benefits of any type accorded to employees of the district.
2. Volunteers supplement and enrich programs and services in the District but will not substitute for employee duties, responsibilities, and functions.
3. Volunteers shall receive no honorarium or fee for the services they provide.
4. Volunteers must always:
 - a. Follow School and District Codes of Conduct.
 - b. Use appropriate language.
 - c. Have no authority in disciplinary matters. The volunteer should look to the teacher for direction and guidance.
 - d. Be prompt and dependable. Should an illness or an emergency occur, please notify the school’s main office of your planned absence.
 - e. Serve as positive role models for students.
 - f. Maintain strict confidentiality regarding information about students or any other member of the school community.
 - g. Sign in and out at the school’s main office and wear a visitors badge before proceeding to their volunteer task.
5. Actions by volunteers on behalf of the District are covered by the School Protection Program while participating in any District or school-authorized and supervised activity. Volunteers will not be covered by any other special insurance policy other than their own and will not be eligible for Workers’ Compensation in the case of injury while performing their duties.
6. Volunteers will not be asked to assume responsibility for an entire class in the absence of District supervising staff.
7. If a volunteer is injured while on school premises or providing volunteer services, they must report the injury to the Principal or school First Aid Attendant.

8. Any issues that may arise regarding a volunteer's performance will be referred to the Principal.
9. If a volunteer has significant concerns about the safety or welfare of a child, they should immediately report their concern to the school principal.

Departure and Dismissal

Although the School District is not limited to the reasons below, volunteer applications may be denied or rescinded for the following reasons:

- breach of confidentiality concerning students or other privileged information
- unlawful conduct or breach of School District or school site rules and regulations
- physical or emotional stress which incapacitates the volunteer
- inability to cooperate and work effectively with site staff and students
- jeopardizing the security or safety of a school, facility, themselves, a student, or staff member
- erratic or unreliable attendance or behavior
- sexual misconduct
- providing falsified information on the Volunteer Registration Form
- establishing an inappropriate relationship with youth/staff; and
- criminal charges or conviction of a crime

Volunteer Drivers (if applicable)

In accordance with guidelines in the Schools Protection Program Reference Manual and the regulations of the Motor Vehicle Branch, any volunteer driver willing to provide transportation for organized school activities, must review and comply with the guidelines below. Additionally, volunteers who use their private vehicle to transport students must complete Volunteer Driver Registration Form ([490-2](#)).

1. The Insurance Corporation of British Columbia (ICBC) considers drivers to be "volunteers" as long as they are reimbursed only for reasonable expenses. A volunteer who is paid a wage or is reimbursed for their time, is no longer considered a "volunteer" and is to contact their Autoplan agent as it may be necessary for the volunteer's vehicle to be rated for business use.
2. The driver must hold a valid British Columbia (ICBC) driver's license (Class 5). Volunteer Drivers must be twenty-five (25) years or older.
3. The vehicle must have standard insurance coverage with ICBC.
4. The vehicle must have one (1) seatbelt available for every passenger, including the driver. Drivers are responsible for complying with all child restraint requirements.
5. Booster seats are for children over eighteen (18) kg. (40 lbs.) until they are nine (9) years old unless they have reached the height of 145 cm (4'9" tall).
6. The number of persons being transported in the vehicle must not exceed the normal carrying capacity of that vehicle.
7. The vehicle must be maintained in sound mechanical order.
8. Children under the age of thirteen (13) must not be transported in the front passenger seat in vehicles equipped with a front airbag on the passenger side.
9. A vehicle with a seating capacity of more than ten (10) persons, including the driver, is classified by the Motor Vehicle Branch as a "bus". A "bus" used to transport students is required to have a valid school bus permit issued by the Motor Vehicle Branch. This will include volunteers' vehicles and rental vehicles used for student transportation.
10. Volunteers who rent vehicles to transport students for school-approved functions must be aware of the appropriate requirements for driver's license classifications, third party liability insurance limits, and school

bus permits, particularly when renting vehicles which have a capacity to carry more than ten people, including the driver. Vehicle capacity, and not the number of passengers being carried, is the determining factor. Only drivers who are declared to the rental agency are allowed to drive (confirm minimum age requirement for operating a rental vehicle with the rental agency). Insurance coverage is voided if an undeclared driver drives the vehicle.

11. Actions by volunteers on behalf of the District are covered by the School Protection Program while participating in any District or school-authorized and supervised activity. However, not all situations that occur during off-site school activities will be considered part of the approved activity. For example, if the volunteer decides to leave the premises of the school activity for personal reasons and is involved in an accident, the School Protection Program may not respond on the volunteer's behalf. Volunteers are to be aware that they may have some personal legal liability exposures. These exposures may be insured under the liability section of homeowners' or tenants' insurance policies, or under an ICBC Policy. Volunteers are advised to check with their own insurance agents.
12. Third Party Liability coverage above two hundred thousand dollars (\$200,000) basic personal coverage is provided by the Schools Protection Program, however, no comprehensive or collision coverage is provided beyond the driver's personal vehicle insurance.
13. There is no medical, dental or disability coverage for volunteers. If a volunteer is injured by the actions of other people, the volunteer still has the right of common law action and in the case of automobile-related injuries, ICBC coverage may apply.
14. All incidents of injury or vehicle accidents must be reported to school staff immediately and a School Protection Online Incident Form is to be completed and a copy of the report forwarded to the Secretary Treasurer's Office.

Criminal Record Check (if applicable)

In order to protect the safety and security of students, volunteers who complete the following duties must complete a Volunteer Criminal Record Check Registration Form ([490-3](#)) and complete a Criminal Record Check:

- Overnight trips
- Coaching
- Any volunteer activity which is not under the direct supervision of a teacher.

A Criminal Record Check is obtained by submitting to a background Police Information Check with Vulnerable Sector Screening (PIC-VS) with the New Westminister Police Department online at <http://www.nwpolice.org/services/police-information-check/>.

If not a resident of New Westminister, you must contact your local police or RCMP department.

- Criminal Record Checks will be reviewed and kept on file at the school.
- Criminal Record Checks will be valid for five years after date of issue.
- Volunteers must provide a receipt to the school for reimbursement for a Criminal Record Check.

References: *Parent/Guardian Volunteers – Administrative Procedure 490*
Volunteer Registration Form (490-1)
Volunteer Driver Registration Form (490-2)
Volunteer Criminal Record Check Registration Form (490-3)

Adopted: September 12, 2023