

## Hidden Valley School: Volunteering Policy

### GENERAL INFORMATION

Volunteers are essential for successful curricular and extracurricular programming. However, staff members and community members must understand the roles, responsibilities, and restrictions around volunteering.

This policy reflects the **Volunteers in the School Policy** (Yukon Education), signed March 1, 2014. The Department of Education's policy is attached to this document.

### DEFINITIONS

"School Community" means everyone in a community who has contact with a school, including students, families, Yukon Education staff, School Councils, First Nations and other partners in education.

"Volunteer" means a person who voluntarily takes part in school activities without pay.

"School Community Members" means anyone attending an event with their children but is not officially volunteering—for example, a parent who meets their child's class at the Canada Games Centre for skating.

### VULNERABLE SECTOR CHECK

Any volunteer who will or may at any time have authority or care or control over students provides an annual vulnerable sector check. The results of the security clearance must be acceptable to Yukon Education before the person can volunteer in the school.

*Security clearances will be considered valid from August to the following October 1. This layover will allow existing volunteers to continue at the beginning of the next school year without interruption.*

Potential Volunteers can pick up a general letter at the school office for their Vulnerable Sector Check.

### STUDENT TRANSPORTATION

All volunteers who operate a vehicle to transport students to and from school activities must provide the school administrator each school year with:

- a copy of a valid driver's license;
- a copy of their vehicle registration and proof of insurance coverage of at least one million dollars for both the driver and the vehicle if they are using a private vehicle to transport students, and
- a copy of a driver's abstract.

Volunteer drivers need to be organized by the staff member in charge, at least one week ahead of field trips. A driver's list, with students will be shared with the families.

#### IDENTIFICATION OF VOLUNTEERS

During events and field trips, not all school community members attending are volunteers. Only official volunteers can have authority or care or control over students.

During events with both school community members and volunteers in attendance, the volunteers will wear a yellow sash or a yellow vest. Only these volunteers can supervise children directly.

#### **Volunteer Checklist:**

***All potential volunteers must submit the following items annually.***

- Volunteer Registration Form (Included)
- A current RCMP Vulnerable Sector Check

In addition, volunteers who are required to provide transportation, need to submit the following:

- a copy of a valid driver's license;
- a copy of their vehicle registration and proof of insurance coverage of at least one million dollars for both the driver and the vehicle if they are using a private vehicle to transport students, and;
- a copy of a driver's abstract.



## VOLUNTEERS IN THE SCHOOLS POLICY

DM Approval:

*Valerie Royle*

Effective Date: March 1, 2014

### GENERAL INFORMATION

Yukon Education recognizes that volunteers make valuable contributions to Yukon schools and that the participation of volunteers is an important part of the effective functioning of Yukon schools.

The *Education Act* provides that the principal of a school is responsible for promoting satisfactory relationships with parents and the School Community, and for directing and supervising staff rendering service to the school, including volunteers.

### PURPOSE

The purpose of this policy is to provide guidelines that apply when volunteers participate in both school-based and off-site activities in Yukon schools, including volunteers operating private vehicles as part of those activities.

### DEFINITIONS

'School Community' means everyone in a community who has contact with a school, including students, families, Yukon Education staff, School Councils, First Nations and other partners in education.

'Volunteer' means a person who voluntarily takes part in school activities without pay.

### POLICY STATEMENT

Yukon Education encourages participation by volunteers in school-based and off-site activities occurring in Yukon schools.

School administrators must ensure that all volunteers participating in school activities:

- have the experience and qualifications appropriate for the activity;

- have signed and submitted any forms required by the school administrator for participation in the activity, including a *Volunteer Registration Form* and/or a *Use of Private Vehicle For Transporting Students Form* when required;
- have provided a record of any certification required for their participation in the activity (e.g. driver's license, First Aid certification etc.);
- are fully informed that they are expected to exhibit positive behaviour and to act as an appropriate role model;
- are aware of and adhere to the school's rules and code of conduct at all times;
- are aware of the planned schedule and itinerary for the activity;
- are committed to fulfill their duties as volunteers for the duration of the activity;
- understand the need to dress appropriately for the type of activity they are participating in;
- attend all volunteer planning meetings as required; and
- meet the requirements for volunteers under the *Off-Site Experiential Learning Policy* where applicable.

### Security Clearance

Each school administrator must ensure that any volunteer who will or may at any time have authority or care or control over students provides written consent for an up-to-date security clearance. At any time, the school administrator may request that a security clearance be completed. The results of the security clearance must be acceptable to Yukon Education before the person can continue to volunteer in the school.

### Student Transportation

All volunteers who operate a vehicle to transport students to and from school activities must provide the school administrator each school year with:

- a copy of a valid driver's license;
- a copy of their vehicle registration and proof of insurance coverage of at least one million dollars for both the driver and the vehicle if they are using a private vehicle to transport students, and
- a copy of a driver's abstract, if requested by the school administrator.

## Workers' Compensation Coverage for Volunteers

Persons who, with the consent of Yukon Education, perform services on behalf of the schools as volunteers are designated as workers employed by the Yukon Government for the purposes of the *Workers' Compensation Act*.

### **ROLES AND RESPONSIBILITIES**

A volunteer participating in school-based or off-site school activities is responsible for following the requirements of this policy while participating in the school activity.

School administrators are responsible for authorizing participation by volunteers in school activities in accordance with the requirements of this policy.

### **APPLICATION**

This policy applies to the participation of volunteers in school-based and off-site activities in all Yukon schools, and applies to all staff of Yukon Education, volunteers, and other members of the School Community.

### **EXCEPTIONAL CIRCUMSTANCES**

In situations where the individual circumstances of a case are such that the provisions of this policy cannot be applied or to do so would result in an unfair or an unintended result, the decision may be based on the individual merits and justice of the situation. Such a decision will be considered for that specific case only and will not be precedent setting.

### **EFFECTIVE DATE**

This policy is effective March 1, 2014.

### **LEGISLATIVE AND POLICY REFERENCES**

Education Act, ss. 169 (b) and (e)

Workers' Compensation Act, ss. 6 (1) (j)

Yukon Education 'Off-Site Experiential Learning Policy'

Yukon Education 'Transportation of Students in Government-Owned and Rented Vehicles Policy'

### **HISTORY**

Volunteers in the Schools Policy, effective June 16, 2006; amended effective March 1, 2014.



## Appendix 5 Volunteer Registrations Form

Name of volunteer: _____
Address of volunteer: _____
Brief identification of trip/activity:
Staff Member in Charge: _____
School Name: _____ School Year: _____

I, \_\_\_\_\_, agree that:

I have been fully informed as to all elements of the activity/trip and understand that the role that I am expected to play is as follows:

I hold the experience and qualification appropriate for this activity.

I am aware that I expected to exhibit positive behavior and act as an appropriate role model while in my role as a volunteer, and in accordance with the school code of conduct.

I have been fully briefed by the Staff Member in Charge of the planned schedule or itinerary.

I have provided a copy of certificates I hold that are relevant to acting as a leader on this trip to the Staff Member in Charge. (i.e. driver's license, FAC, First Aid)

I am committed to fulfill my duties as a volunteer for the duration of the activity including evenings and weekends if required.

I understand the need to dress appropriately for the type of activity that is being planned and that I am participating in.

I am available to attend parent/ legal guardian meetings as required.

I hereby consent to an RCMP Vulnerable Sector Check:

Yes, I consent

No, I do not consent

Signature of Volunteer: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Staff member in Charge: \_\_\_\_\_

Date: \_\_\_\_\_

Considerations:

1. The Department of Education recognizes that the contributions played by volunteers are an essential component of the learning experience of students, and that many activities depend upon the willingness and availability of volunteers
2. In accordance with the Field Trip Policy, the Department of Education requires that any volunteer who is in a position of authority over a student must consent an RCMP Vulnerable Sector Check.

Office Use:

Is a RCMP Vulnerable Sector Check Required?

Yes

No