COMMUNITY VOLUNTEER SERVICE
IN THE SCHOOL

Scope

This policy covers the use of community volunteers in the schools.

Purpose

To encourage the participation of volunteers in Board schools in performing tasks under the direction and supervision of staff while helping to ensure the safety and security of students, staff and volunteers.

Definitions

Volunteers are people who willingly give their time and talent as valuable members of a school team to support staff in enhancing or providing student activities.

Parent volunteer in a school is a parent or guardian who currently has a child enrolled in and attending that school, or is a member of the community who continues as a volunteer in a school without interruption after the child has left the school.

Community volunteer is any member of the community who does not have a child enrolled in the school and who agrees to undertake, without pay, a designated task which supports a classroom, a school or a system-wide program.

When not specifically stated, the word ‘volunteer’ refers to both parent and community volunteers.

Screening Process: The Screening process is system used to ascertain the character and competencies of a volunteer. The process is a series of precautions that the school follows to ensure the safety of all the students in the educational or extra-curricular settings of the school. For the purpose of this policy, the Risk Assessment Framework will be used to determine which screening procedures will be enforced. (See Appendix A)
Policy - Community Volunteer Service in the School

Low Risk Settings: Volunteers who are under the direct and constant supervision of a school administrator/teacher or educational professional from within the Board are considered to be in a low-risk setting. A volunteer in a low-risk setting is not in the school on a regular basis. A low-risk setting might include the engagement of volunteers in open common areas of the school, or volunteers who do not come into contact with students, (e.g., volunteers assisting with a Breakfast Program).

Medium Risk Settings: Volunteers who, on a regular basis, might be working with a large group of students in an isolated area of the school with frequent supervision by a school administrator/teacher or educational professional from within the Board are considered to be in a medium-risk setting (for example, a volunteer non-teaching coach for a school team or extra-curricular club who meets with students in the gym or a room of the school where the teacher sponsor does periodic checks on the activities of the group).

High Risk Settings: Volunteers who work with small groups/individual students in an isolated area of the school, coach school teams, or participate in off-site field trips are considered to be in a high-risk setting. These volunteers will be under occasional supervision of a school administrator/teacher or educational professional from within the Board (e.g., a volunteer for an off-site fieldtrip to a post-secondary institution, a volunteer for an overnight trip with a team, etc.).

Policy Statement

It is the policy of the Cape Breton-Victoria Regional School Board to recognize the importance of the contribution of community volunteers in the school and accept their service at the discretion of the school principal. It is essential that volunteers working in schools understand their roles, responsibilities, expectations and standards for volunteering in schools.

Cross Reference

CBVRSB Policy: Reference Checks HR 308
CBVRSB Policy: Respectful Learning and Working Environment HR 309

Authorization

This policy has been authorized by the Board under Motions Number 99-355.
Responsibility

It is the responsibility of the Director of Human Resources to ensure that this policy and administrative procedures are implemented.

Implementation

The Director of Human Resources or designate will implement the policy and administrative procedures.

Procedures

1. **Responsibility of the Director of Human Resources**
   a. It is the responsibility of the Director of Human Resources to ensure that this policy and administrative procedures are implemented.
   b. It is the responsibility of the Director of Human Resources to ensure all volunteer information collected will be held in the strictest confidence.

2. **Responsibility and Expectations of the Principal**
   a. The principal is responsible to have all new volunteers complete a Volunteer Application and / or interview the prospective volunteer(s). (See appendix B-1 and B-2)
   b. Schools principals are responsible to manage all volunteer applications and agreements.
   c. The principal is responsible to determine the activity(ies) to which the volunteer is to be assigned.
   d. The principal will apply a Risk Assessment Framework to determine the level of risk associated with the volunteer role (See Appendix A) and to notify the volunteer where they are positioned in reference to the framework.
   e. The principal or designate will inform the volunteer of the screening process that is expected with regard to the volunteer’s role and guide the volunteer to the resources to complete the screening(s).
f. Where necessary, a school principal shall arrange an orientation, which informs volunteers of applicable policies and procedures respecting discipline, confidentiality, disclosure of abuse, and other related matters.

g. If the role of the volunteer changes, the principal shall arrange to have the Risk Assessment Framework re-applied and the principal will be expected to apply any additional screening processes.

h. The principal is responsible to certify that volunteers do not assume any disciplinary roles in the school that is normally within the domain of the teacher or administrator.

i. The principal is responsible to ensure that volunteers do not perform duties normally carried out by paid employees of the Board.

j. The principal is responsible to inform the volunteers when their Screening Process check has expired. (Checks will only be valid in the Board for three years.)

k. Principals will monitor that volunteers working in a medium-risk or high-risk setting will not volunteer in those areas if they do not have a Child Abuse Register - Request of Search, a Criminal Records Check and/or a Vulnerable Sector Check (or if those checks have expired.)

l. The principal will ensure that all information collected through the screening process at the school level is kept in the strictest confidence.

3. **Role of Volunteers**

   a. Volunteers serving in any capacity are to be assigned appropriately.

   b. Volunteers enhance and support student and school activities at the request of, and under the supervision of Board staff and the principal in particular.

   c. Volunteers cannot assume any responsibility for the diagnosis of learning strengths or difficulties, the assignment of learning experiences, or the evaluation of student progress.
4. **Responsibilities and Expectations of the Volunteer**

a. The volunteer is responsible to complete a school Volunteer Application form. (See Appendix B).

b. The volunteer, at the request of the supervisor / principal / designate prior to volunteering, is responsible to undergo a *Screening Process*, which could include a:
   i. Reference Check
   ii. Child Abuse Register- Request of Search
   iii. Criminal Records Check (with Vulnerable Sector Check)

c. The volunteer is responsible to notify the principal when the endorsement of the Record Check(s) has been reached and the check(s) must be completed again. Checks must be renewed every three years.

d. It is the responsibility of any school or Board volunteer, after having completed the screening process, to contact the principal or the Director of Human Resources should they be subject to an investigation or conviction under the Criminal Code of Canada.

e. There is an expectation that all volunteers maintain confidentiality of all information about students, family and staff, as this is strictly confidential.

f. The volunteer is responsible to ask related questions, seek as required, help and clarification, and respect the defined boundaries of activities.

g. The volunteer is responsible to follow and abide to all applicable Board policies and be aware that all staff members are bound to report any behavior by a volunteer that is deemed inappropriate and / or contrary to those policies.

h. The volunteer is expected to report any problems with student behavior to the principal or designate.

i. The volunteer is responsible to follow through with directions and discuss with your principal or designate any issues that may arise.

j. The volunteer is responsible to treat others with respect and dignity and in accordance with Board policies and practices.
k. The volunteer is responsible and permitted to only undertake activities that were authorized by the principal and should not perform any duties that are normally carried out by paid employees of the Board.

l. The volunteer will only access areas of the school / building as authorized by the principal or designate.

m. As a courtesy, the volunteer will provide reasonable notice when terminating volunteer services.

**Associated Forms**

Appendix A: CBVRSB Risk Assessment Framework  
Appendix B-1: Volunteer Application (Low Risk)  
Appendix B-2: Volunteer Application (Medium/High Risk)  
Appendix C: Letter to Request Criminal Records Check  
Appendix D: Cover Letter to Potential Volunteers  
Appendix E: Checklist for Administrators

**Policy Review**

This policy will be reviewed by Director of Human Resources within three years from the authorization date.

**Distribution**

Board Members  
All Policy Manual Holders  
CBVRSB Website
## Appendix A
### CBVRSB Risk Assessment Framework

<table>
<thead>
<tr>
<th>Definition of Level of Risk</th>
<th>Example of Volunteer Roles</th>
<th>Applicable Screening Tools</th>
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</table>
| **Low Risk Settings:** Volunteers who are under the direct and constant supervision of a school administrator/teacher or educational professional from within the Board, who do not volunteer on a regular basis are considered to be in a low-risk setting. A low-risk setting might include the engagement of volunteers in open common areas of the school, or volunteers who do not come into contact with students, (e.g. volunteers assisting a teacher in the Learning Resource Centre, in the main office assisting with the recess order, or volunteers assisting with a Breakfast Program). | -Breakfast Program Assistant  
-School Dance Chaperone | -Volunteer Application Form  
-References (Upon Request) |
| **Medium Risk Settings:** Volunteers who might be working with a large group of students in an isolated area of the school with frequent supervision by a school administrator/teacher or educational professional from within the Board and/or volunteering on a regular basis are considered to be in a medium-risk setting (for example; a volunteer non-teaching coach for a school team or extra-curricular club who meets with students in the gym or a room of the school where the teacher sponsor does periodic checks on the activities of the group). | -Non-teaching coach for school team or extra-curricular club who meets with students in the gymnasium or a room of the school where periodic checks are done | -Volunteer Application Form  
-References (upon Request)  
-Child Abuse Register- Request of Search  
-Criminal Records Check  
-Vulnerable Sector Check |
| **High Risk Settings:** Volunteers who work with small groups/individual students in an isolated area of the school, coach school teams, or participate in off-site field trips are considered to be in a high-risk setting. These volunteers will be under occasional supervision of a school administrator/teacher or educational professional from within the Board (e.g. a volunteer for an off-site fieldtrip to a post-secondary institution, a volunteer for an overnight trip with a team, etc.). | -Accompanying on offsite fieldtrip to a post-secondary institution, for an overnight trip with a team, etc | -Volunteer Application Form  
-References (upon Request)  
-Child Abuse Register- Request of Search  
-Criminal Records Check  
-Vulnerable Sector Check |
Appendix B-1

Cape Breton-Victoria Regional School Board
Volunteer Application (Low Risk Setting)

The Cape Breton-Victoria Regional School Board recognizes, values and supports the positive contributions that individuals make while volunteering in our school communities. In order to ensure the safety of the students, all volunteers in the Board need to be registered. Please take the time to fill out this application to enable the school begin the process.

Name of Applicant: ___________________________________________

School: ____________________________________________________

Role of Applicant: ___________________________________________

☐ I have previously completed an application at another school. If indicated, please name the school: ______________________________________________

☐ I have a student registered in this school and I have the same address found in PowerSchool.

Student Name(s) _____________________________________________

☐ I do not have a student registered in this school and my mailing address is:

Mail Address: ______________________________________________

Daytime Phone: _____________________________

Evening Phone: _____________________________

Cell: _____________________________

Email Address: _____________________________

Two references are requested: ☐ Yes ☐ No
☐ I agree that this information can be shared within the Cape Breton-Victoria Regional School Board for the purpose of reducing duplication of applications and tracking of records.

☐ I have reviewed the School Board policies that apply to this volunteer position as found on the School Board’s website: http://www.cbv.ns.ca (or from hard copies that I requested from the principal).

By signing this Volunteer Form, I am indicating that I am aware of the roles and responsibilities of volunteers as outlined in the CBVRS’s Community Volunteer Service in the School Policy, and I am agreeing to those roles and responsibilities as outlined in the policy.

Volunteer’s Signature: ___________________________ Date: ______________

By signing this Volunteer Application, I am indicating that I am aware of my responsibilities of this volunteer as indicated in the Community Volunteer Service in the School Policy of the Cape Breton-Victoria Regional School Board. I am also acknowledging that this volunteer has been advised of her / his appropriate role(s) and responsibilities.

Principal’s Signature: ___________________________ Date: ______________
Appendix B-2

Cape Breton-Victoria Regional School Board
Volunteer Application (Medium/High Risk Setting)

The Cape Breton Victoria Regional School Board recognizes, values and supports the positive contributions that individuals make while volunteering in our school communities. In order to ensure the safety of the students, all volunteers in the Board need to be registered. Please take the time to fill out this application to enable the school begin the process.

Name of Applicant: _____________________________________________________________

School: ______________________________________________________________________

Role of Applicant: _____________________________________________________________

☐ I have previously completed an application at another school. If indicated, please name the school:
____________________________________________________________________________

☐ I have a student registered in this school and I have the same address found in PowerSchool.

Student Name(s) ______________________________________________________________

☐ I do not have a student registered in this school and my mailing address is:

Mail Address: __________________________________________________________________

____________________________________________________________________________

Daytime Phone: _____________________________

Evening Phone: _____________________________

Cell: _____________________________

Email Address: _____________________________

Two references are requested: ☐ Yes ☐ No
I am aware that I am required to complete a Child Abuse Register – Request of Search form and submit it to the Human Resources Department at the CBVRSB Central Office.

I am aware that I am required to complete a Criminal Records Check (including Vulnerable Sector Check), submit it to the Human Resources Department at the CBVRSB Central Office and receive approval prior to volunteering.

I agree that this information can be shared within the Cape Breton-Victoria Regional School Board for the purpose of reducing duplication of applications and tracking of records.

I have reviewed the School Board policies that apply to this volunteer position as found on the School Board’s website: http://www.cbv.ns.ca (or from hard copies that I requested from the Principal).

By signing this Volunteer Form, I am indicating that I am aware of the roles and responsibilities of volunteers as outlined in the CBVC’s Community Volunteer Service in the School Policy and I am agreeing to those roles and responsibilities as outlined in the policy.

Volunteer’s Signature: ___________________________ Date: ______________

By signing this Volunteer Application, I am indicating that I am aware of my responsibilities of this volunteer as indicated in the Community Volunteer Service in the School Policy of the Cape Breton-Victoria Regional School Board. I am also acknowledging that this volunteer has been advised of her / his appropriate role(s) and responsibilities.

Principal’s Signature: ___________________________ Date: ______________
Appendix C
Letter to Request Criminal Records Check

Cape Breton-Victoria Regional School Board

275 George Street, Sydney, NS  B1P 1J7  Tel: (902) 564-8293 Fax: (902) 564-0123
Website: www.cbv.ns.ca

Criminal Reference Check Request

Date: ______________________________

Please be aware that ______________________________ has applied for a
Name of Applicant

position as a Volunteer with ______________________________.
Name of School

According to the policy of Cape Breton-Victoria Regional School Board, all applicants for such positions
must have a Criminal Records Check (with a mandatory Vulnerable Sector Check included). The results
of the check must be provided to the school principal.

In acknowledgement of this volunteer service, we request that all fees be waived for this service. If you
have any questions in regard to his request, please contact the undersigned at the number below.

Yours truly,

____________________________________________
Signature

____________________________________________
Name of Principal/Designate

Phone: ______________________ Fax: ______________________

Note to the applicant: This form must be presented to the Cape Breton Regional Police (Central
Division-Grand Lake Road) or the local detachment of the RCMP with photo identification.
Appendix D
Cover Letter to Potential Volunteers

Dear Volunteer:

Welcome to the Cape Breton-Victoria Regional School Board. On behalf of the Board, students, teachers and administrative staff, we would like to thank you for your willingness to share your time and talents. The support you provide to students will have a direct and positive influence on the quality of education for our students and enrich their school experience.

The education and safety of our students are paramount. With this in mind, it is very important that all volunteers, prior to coming into the school environment with information about the school and the Board’s policies, go through a screening process.

The screening process, depending on your role within the school, could include some or all of the following:

- Application
- References
- Criminal Records Check (with Vulnerable Sector Search)
- Child Abuse Registry Search

The screening process is free of charge and an explanation of the process will be part of your orientation and also located in the Board’s Community Volunteer Service in the School Policy. This policy will outline your roles and responsibilities. You cannot volunteer in the school until your screening process is complete. This process will need to be completed again every three years or if your role within the school changes to a new level of risk as outlined in the policy.

All of the Board’s policies can be found on the board’s website at (www.cbv.ns.ca) and the principal at the school will arrange an orientation for you. If you do not have Internet access, you can request copies of the policies from the principal at the school.

Again, thank you for your commitment to our students and our school communities.

Sincerely,

Human Resource Services Department
Cape Breton-Victoria Regional School Board
Appendix E: Checklist for Administrators

[Image: logo of Cape Breton-Victoria Regional School Board]

275 George Street, Sydney, NS  B1P 1J7  Tel: (902) 564-8293 Fax: (902) 564-0123  
Website: www.cbv.ns.ca

- Volunteer Cover Letter (Appendix D)
- Orientation/Discussion of role including the Risk Assessment Framework (Appendix A)
- Volunteer Application (Appendix B-1 or Appendix B-2)
- Provide Criminal Records Check Volunteer Request Letter if applicable (Appendix C)
- Provide a Copy of Child Abuse Register Request for Search form if applicable. (See the following URL: https://novascotia.ca/coms/families/abuse/documents/CAR-4001_Request_for_Search_Form_A.pdf)
- Collect Signed Application
- Collect Reference Checks if applicable
- Collect and copy the completed Criminal Records Check ***must contain Vulnerable Sector Check
- Collect and copy the completed Child Abuse Registry Search Form
- Notify the volunteer when they are cleared to volunteer