



**A. Purpose**

To provide a clear process for schools to follow when recruiting and utilizing community volunteers.

**B. Procedure**

1. A volunteer is a parent/caregiver or other person who has made an accepted commitment to assist the school without expectation of compensation.
2. Volunteers should function in a supportive role which is compatible with the philosophy of the school and should not undertake tasks that require making program or educational decisions.
3. A volunteer is not, under any circumstances, to be placed in a situation where he/she is responsible for the direct supervision of students (one-on-one). Volunteers will always be supervised by a teacher or school staff member when carrying out his/her duties.
4. Volunteers must not be assigned tasks, which would violate the privacy of students or their families, or be permitted access to student records, with the exception of contact information that may be required as part of the assigned task.
5. When a volunteer will be under the direct supervision of a teacher or administrator the principal or designate must approve the volunteer.
6. An orientation should be conducted by the principal or designate and should include a review of relevant and applicable policies and procedures. The MVSD Volunteer Handbook (see [Appendix A](#)) is to be provided at orientation and The Oath of Confidentiality (see [Appendix B](#)) and the Information and Communication Technology (ICT) Authorization Form for Volunteers (see [Appendix C](#)) are to be signed.
7. Any volunteer that will be expected to be in direct contact with students is required to submit a Criminal Record Check and Child Abuse Registry Check.
8. All information collected in the orientation process will be officially documented and treated as confidential, excepting the disclosure of information when necessary to determine suitability.
9. The supervising staff member will provide any necessary direction or specific instruction related to the volunteer’s assignment, with particular attention to procedures related to student safety.
10. Volunteers are visitors and must report to the office on arrival and sign out prior to leaving unless other arrangements have been approved by the principal or designate.
11. Volunteers shall meet all the criteria of conduct required of MVSD staff, and shall comply with all relevant and applicable legislation and school/division policies.
12. Complaints about volunteers will be handled by the school principal or designate responsible for volunteers.

<b>Cross Reference:</b>		MVSD Procedures: EE10 Employment Practice: Confidential Information and Disclosure of Information; EC10 Code of Conduct for Employees; AA10 Acceptable Use Policy, Information Communication and Technology (ICT)	
<b>Board Informed:</b> Jun. 22, 2015	<b>Procedure Review Date:</b>	<b>Procedure Revision Date:</b>	<b>Page</b> 1 of 2



13. A volunteer's services may be terminated at the discretion of the principal.
14. Volunteers need to be appreciated. It is the responsibility of the school to recognize and celebrate the efforts of the volunteers.

*Acknowledgements: Garden Valley School Division Policies/Procedures*

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## Mountain View School Division

# VOLUNTEER HANDBOOK



*For more information on volunteering, please contact your local school  
or the Mountain View School Division office at 204-638-3001.*

You will be asked by the division to submit to a **Criminal Record Check** and **Child Abuse Registry** before you begin volunteering. Criminal Record Checks are a routine procedure taken by an organization to help assure the safety of their students, staff, and other volunteers.

## **Volunteering**

Parents and community members are encouraged to participate in volunteer activities in our schools that support programs and services and help students succeed.

*Here are some ways you can help in your child's classrooms or schools:*

- *Reading with students who need extra help*
- *Arts and crafts activities/clubs*
- *School plays or concerts*
- *Arranging material in the library*
- *Coaching sports activities*
- *Supervising children on field trips*
- *Serving as a speaker on topics related to the classroom program*
- *Serving as a skilled mentor to a student who needs extra support*
- *Collecting community materials for a classroom project*
- *Participate in meetings and activities of the Parent Advisory Council*

**Volunteers in schools cannot be used to perform activities that are the responsibility of teachers or other Board employees.**

## **Guidelines for Volunteers**

1. Upon arrival at the school, all volunteers are required to please report to the office prior to entering the classrooms in which they will be working. Prior to leaving the school, volunteers must sign out at the school office.
2. A Volunteer must not share information about students, staff, or other volunteers with other people. If a volunteer has a concern, he/she is to bring the matter forward to the appropriate school staff or school administration.
3. The achievements of students are to be valued and their rights preserved. In the course of his/her service in schools, a volunteer may learn personal facts about students, their families and their problems. As a result, a volunteer must agree to keep this information confidential and not discuss it with people in, or outside the school, other than the school administration. The Oath of Confidentiality (see [Appendix A](#)) is to be signed prior to his/her volunteer placement.
4. If a volunteer has a problem with a student, he/she should redirect the matter to the student's teacher and speak with school administration.
5. If a volunteer has a problem with a teacher, he/she should discuss the matter first with that teacher, and if necessary, speak with school administration.

6. After an initial orientation, a volunteer should direct her/his questions or concerns to the staff member with whom he/she works. If more information is required, then the volunteer should consult with the school administration.
7. A volunteer cannot use his/her presence in the school as an opportunity to dialogue with teachers concerning his/her own child's situation. Volunteers, who wish to speak to a teacher about his/her own child, should make an appointment for another time.
8. All volunteer work is done under the direction and immediate supervision of a teacher and may need to follow an appropriate work style to meet the expectations of each individual teacher.
9. The role of volunteers is viewed as a supportive one. Volunteers are not there to replace paid staff, but to support and supplement work that is already being done within the schools.
10. A volunteer is not, under any circumstances, to be placed in a situation where he/she is responsible for the direct supervision of students (one on one). Volunteers will always be supervised by a teacher or school staff member when carrying out his/her duties.
11. Individual teachers shall decide whether they wish to utilize the services of volunteers. Every teacher has the option of deciding not to have volunteers in his or her classroom.
12. School administration must take responsibility to explain to volunteers all school and division rules regarding entrances, exits, emergency procedures, parking, access to staff areas, etc. All volunteers are expected to abide by the rules of the school and division regulations.
13. It is the school personnel's responsibility to ensure that volunteers are properly informed about their tasks and welcomed in the school.
14. A volunteer is expected to work co-operatively with all staff members and seek clarification whenever necessary.
15. A volunteer has the right to refuse a task if he/she feels that they are not properly prepared to do what is required. It is the responsibility of school personnel to give volunteers adequate on-the-job training.
16. Principals are to ensure that all volunteers sign the Volunteer Acceptable Policy for Internet Use form.
17. The aim of the school staff is to build a caring community in which students and teachers can work to ensure that each student feels that he/she is an important and unique human being.

It is important to remember that clear communication is very helpful in building a sense of comfort for volunteers and members of the school community, based on the knowledge that shared understandings and expectations are in place.

Volunteers need to be appreciated. It is the responsibility of the school to recognize and celebrate the efforts of the volunteers.



**OATH OF CONFIDENTIALITY  
PLACEMENT VOLUNTEERS**

I understand that my involvement in the activities within the school and/or Mountain View School Division is contingent upon my signing this Oath of Confidentiality.

I further understand and agree that, once involved in such activities, any breach of this Oath shall justify discontinuation of my involvement.

I, \_\_\_\_\_, will not disclose or give to any person any information or document that comes to my knowledge or possession by reason of my being involved in activities within the school and/or Mountain View School Division, except as I may be legally required.

Signed and dated at \_\_\_\_\_, Manitoba

I have read, and understand the foregoing.

\_\_\_\_\_  
Location of Volunteer Work

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date



**INFORMATION AND COMMUNICATION TECHNOLOGY  
AUTHORIZATION FORM  
VOLUNTEER**

As a user of Mountain View School Division’s ICT, I hereby agree to comply with the Acceptable Use Procedure (AUP) Agreement (per MVSD Procedure AA10 Acceptable Use Procedure, Information and Communication Technology). Should I commit any violation, my access privileges may be revoked, and disciplinary action may be taken.

Volunteer’s Name: \_\_\_\_\_  
(Print)

Volunteer’s Signature: \_\_\_\_\_

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

The authorization will remain in effect until terminated with a written notice by the school or the volunteer.