

417 VOLUNTEERS

Belief

The Maskwacis Education Schools Commission (MESC) follows cultural and traditional teachings of the Maskwacis Cree, in particular Wahkohtowin. Wahkohtowin is the belief that all things are related and connected, that all of existence has spirit and that living in a good way requires us to maintain good relationships with each other and other aspects of existence. We recognize that respect for mother earth, elders, youth, and the Treaties are paramount to planning ahead and making decisions for future generations.

Parents and community members have an important role to play in the education of MESC students; consequently, the appropriate use of parents and community members as volunteers can enhance the quality of educational experiences offered to students and strengthen Wahkohtowin.

Definitions

“Extra-curricular Activity Volunteers” means those Volunteers who directly or indirectly provide coaching services to junior or senior high students for interscholastic competitions. Extra-curricular Activity Volunteers are responsible to the employee to which they are assigned and ultimately to the Principal.

“Field Trip and Activity Volunteers” means those who provide occasional field trip supervision or occasional assistance on a casual basis. Field Trip and Activity Volunteers are responsible to the field trip sponsor or activity in-charge employee/s and ultimately to the Principal.

“Resource Volunteers” means Volunteers that have a relevant area of experience and expertise and are involved on a regularly scheduled basis to enhance the educational program. Visits are planned and supervised by a teacher/instructor. Resource Volunteers are responsible to the employee/s to which they are assigned and ultimately to the Principal.

“Support Service Volunteers” means Volunteers who directly or indirectly assist teachers/instructors or other employees in achieving educational objectives by providing non-educational services on a regularly scheduled basis. Support Service Volunteers are responsible to the employee/s to which they are assigned and ultimately to the Principal.

“Volunteer” is defined as a person who assists schools and/or students either in curricular or extra-curricular activities and includes volunteer drivers and students volunteering outside their school, but does not include guest speakers, presenters, visitors to the school, or parents who assist their own child in the school.

“Criminal Record” means a statement of all convictions registered under any Federal Act or Regulation and for which an official pardon granted under section 3 of the Criminal Record Act, has not been granted.

“Security Clearance” means a certified disclosure of a criminal record background search (includes a Criminal Record & Vulnerable Sector Check).

Procedures

1. The Commission encourages volunteerism while maintaining a safe and secure learning and working environment.
2. The Commission recognizes the important contribution of volunteers in its schools and related programs.
3. The Commission supports the accommodation of employees who choose to volunteer at other sites.
4. All Volunteers, including, but not limited to Extra-curricular Activity Volunteers, Field Trip and Activity Volunteers, Resource Volunteers and Support Service Volunteers must comply with and adhere to the application and registration process and procedures as required by the Superintendent.

5. Where exceptional circumstances prevail, the Superintendent may waive the requirements of this regulation.
6. Volunteers who are not current employees with the Commission are required to provide a security clearance
 - 6.1.
7. Costs associated with securing required police records checks shall be the responsibility of the volunteer.
8. All volunteer positions that require a security clearance must have a specified purpose and position description to evaluate the responsibilities of and supervision for the position.
9. The Principal has the right to approve all volunteer positions in a school.
10. To screen volunteers, Principals shall use the following steps:
 - 10.1. Determine the risk
 - 10.2. Organizations can control the risk in their programs. Examining the potential for danger in programs and services may lead to preventing or eliminating the risk altogether.
 - 10.3. Write a clear position description
 - 10.4. Careful position descriptions send the message that an organization is serious about screening. Responsibilities and expectations can be clearly set out, right down to the position's dos and don'ts. A clear position description indicates the screening requirements. When a volunteer changes positions, the screening procedures may change.
 - 10.5. Establish a formal recruitment process Whether an agency posts notices for volunteer positions or sends home flyers, they must indicate that screening is part of the application process.
 - 10.6. Use an application form The application form provides needed contact information. If the volunteer position requires other screening measures (medical exam, driver's record, police records check), the application form will ask for permission to do so.
11. Volunteers shall:

- 11.1. know what is expected of them;
 - 11.2. abide by the directions of the Principal/classroom teacher/instructor;
 - 11.3. maintain confidentiality;
 - 11.4. accept guidance and direction.
- 12. Collection, Use, and Storage of Information
 - 12.1. Volunteer forms shall be retained by the school for the current and subsequent school year.
 - 12.2. The collection and use of personal information related to a required police records check shall be for the stated purpose of determining the suitability of an individual to volunteer for a school as a coach and/or chaperone of an overnight field trip and will be in accordance with the requirements of the Personal Information Protection Act of Alberta.
 - 12.3. All police records check documents shall be securely stored within MESC and retained as per the MESC's record retention procedures, and the results shall be recorded, stored, and retained electronically by MESC as per MESC's record's management procedures.

References:

AP 131 Records Management

Board Policy EL-2: Treatment of Staff and Volunteers