



## Volunteers

Effective: January 1, 2022

### Policy Statement

Anglophone East School District is committed to ensuring all new and returning volunteers have successfully completed appropriate screening and training before being matched with well-suited opportunities and will ensure all volunteers are supported and recognized.

### Procedures

1. All volunteer candidates will complete the District Volunteer Application Form found on the Anglophone East School District webpage. Candidates will have to demonstrate that they meet the requirements of the volunteer position applied for as well as complete any orientation and training necessary for the volunteer role. Screening level will be based on risks assessed in each volunteer role. Volunteers must comply with the [Provincial Policies](#), [Anglophone East School District Policies](#), and rules of the school.
2. The completion of a Criminal Record Check is required for all volunteers working in our schools. A Vulnerable Sector Check is required for all volunteers deemed in a position of trust or authority. The renewal of a Criminal Record Check must be completed every three years. In addition, volunteers are required to review The Department of Education and Early Childhood Policy 701 – Protection of Pupils and complete the attached questionnaire as well as review ASD-E Policy 725: Protect and Prevent.
3. Volunteers must provide proof that they are fully vaccinated against COVID-19 and must comply with all Public Health measures.
4. The coordinator/ designate will ensure all applicants have successfully completed the preliminary selection process before linking the volunteer to the assigned school.
5. The principal or school designate will be responsible for maintaining an up-to-date list of all current and active volunteers in their school and provide any additional training needed, if required for the volunteer position.
6. All volunteers are responsible to advise the coordinator/ designate and/or the school principal should they become subject to an investigation or a conviction under the Criminal Code of Canada. Conviction of any criminal offence may result in the termination of a volunteer position with Anglophone East School District.



7. The school administrator and coordinator/ designate retains the authority to accept or decline any volunteer offer of service and to halt a volunteer activity.
8. All volunteers who have successfully completed the selection process will be issued a volunteer identification badge. The identification badge is to be worn at all times while volunteering at a school and volunteers are expected to sign in/sign out at the main office. Volunteers are required to return their identification badge at the Office of the Superintendent once the volunteer work is completed or at the end of the school year.
9. Volunteers shall maintain the confidentiality of students, staff, and school issues.
10. The school principal is ultimately responsible for the actions and activities of any volunteers in the school or working with students in extracurricular activities outside the school. In partnership with the coordinator/ designate, the principal or school designate is responsible for monitoring volunteers. This monitoring includes feedback, scheduled and unscheduled check-ins with the volunteer and regular check-ins with students who are linked with the volunteer.
11. In partnership with the coordinator/ designate, the school administrator or designate shall regularly review the overall volunteer program in the school to determine its impact and make necessary adjustments.
12. Volunteers are insured under the Province of New Brunswick only while they are acting within the scope of their duties as assigned by the school administrator or Anglophone East School District.
13. All information regarding security clearances is strictly confidential and may only be disclosed in accordance with RTIPPA (Right to Information and Privacy Protection Act).

#### Definitions

A Volunteer is an individual who interacts with students in an environment that is not always supervised by a teacher, an administrator, or District staff. A volunteer shall not be engaged to perform the work of any bargaining unit.

A visitor is an individual who enters the school who is not an employee or a volunteer. A visitor includes, but is not limited to, a speaker, an individual making a delivery, a Parent School Support Committee member, a Home and School member and anyone attending a meeting with a teacher or an administrator.



## ANGLOPHONE EAST SCHOOL DISTRICT

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“Screening” is an ongoing process that goes beyond the selection process. The screening process can include recruitment, completion of an application, interview, reference checks, criminal record check, policy sign offs, orientation, training, support, and supervision. The level of screening will be based on the risks associated with the specific volunteer position.

### References

- Anglophone East School District: Volunteer Application Form
- Anglophone East School District: Policy 725 Protect & Prevent
- Department of Education and Early Childhood Development: [Policy 701: Policy for the Protection of Pupils](#)
- Department of Education and Early Childhood Development: [Policy 703: Positive Learning Environment](#)
- Royal Canadian Mounted Police: [Criminal record checks](#)