

VOLUNTEER SUPERVISION GUIDELINES

The School Volunteer Policy anticipates that volunteers are present with the consent of the Principal and volunteer in the school at the discretion of the Principal.

1. **Supervision of Volunteers:**

The school Principal shall supervise the involvement of volunteers. These supervisory responsibilities shall include:

- assessing the needs of the school with staff and identifying responsibilities where volunteer assistance is required;
- selecting, or delegating the selection to qualified staff, volunteers whose skills and experience are appropriate for the tasks to be assigned;
- ensuring volunteers are included in orientation sessions to familiarize them with the operation and expectations of the school, and
- ensuring that the volunteers are provided with appropriate and sufficient staff supervision.

2. **Requirements for Volunteer Involvement:**

A Principal will ask volunteers to have child abuse and criminal record checks completed.

3. **Orientation**

Every volunteer will be given the required orientation and a copy of the Volunteer Policy and guidelines.

4. **Confidentiality**

Volunteers should understand that confidentiality is of the utmost importance. It should be noted that volunteers should not discuss student performance or other school situations with anyone other than the staff with whom they are working.

5. **Discipline**

Volunteers should be familiar with the rules and routines of the school, but disciplining students is not the role of the volunteer. If a student's behaviour is inappropriate, the matter should be brought to the attention of the student's teacher. Volunteers must at all times maintain the necessary decorum to have the respect of the students with whom they are working.

6. **Supervision of Students**

If, during the supervision of students, immediate intervention is required to protect the safety of children, the principles of *loco parentis* (acting as a just and prudent parent) shall apply in that the volunteer will be supported in his/her actions provided such actions were with good intentions.

7. Disclosure

Volunteers should be made aware that if a disclosure is made to them regarding any form of abuse, it is required by law this information be reported to the authorities. In most cases, the first step would be reporting the information to the Principal.

8. Health Concerns

Volunteers will be advised of the health concerns of students they work with and the procedures for dealing with their health concerns, if necessary.

9. Concerns Regarding Division Employees

Volunteers are advised that should a concern arise, regarding a Division employee, the process set out in Division's Policy K-5 (Complaints Against Division Employees), shall be followed.