

Administrative Procedures Manual	Administrative Procedure 490
	Volunteers
Page 1 of 1	APPROVED: September 2013
	AMENDED/REVIEWED: September 2025: September 2019
LEGAL REFERENCE:	Section 52, 53, 197, 222, 256 Education Act Protection of Privacy Act

Background

Appropriate deployment of volunteers can enhance the operation of a school.

Definition

A *volunteer* is someone who assists school staff and/or students in curricular or extra-curricular activities. It does not include guest speakers, presenters, visitors or School Council members.

Procedures

1. School staff will identify those areas where assistance from a volunteer would be desirable.
2. The Principal will establish a system to recruit, approve and orient volunteers for the areas identified.
3. Volunteers will be deployed under the supervision of a specific staff member.
4. All volunteers are to be registered at the school(s) in which they volunteer.
5. Each volunteer will complete and sign a [Volunteer Registration Form Package \(Form 490-1\)](#), that includes Volunteer Standards of Conduct and Volunteer Confidentiality Undertaking.
6. The registration is for the duration of the school year.
7. All signed volunteer forms will be retained in the office of the Principal and secured in accordance with the Protection of Privacy Act (POPA).
8. Volunteers who work with students one on one or accompany an overnight student excursion shall be required to obtain Police Information Check with Vulnerable Sector Check and Child Intervention Record Check.
 - 8.1 The cost, should there be one, of all Record Checks for volunteers shall be the responsibility of the school.
 - 8.2 Information obtained will not necessarily exclude a person from being a volunteer.
9. When volunteers are required to coach/lead extra-curricular programs, [Admin Procedure 262 - Extra Curricular Programs](#) outlines the requirements and processes for schools and volunteers.