

## **GENERAL ADMINISTRATION**

### **VOLUNTEERS IN SCHOOLS**

#### **POLICY #124**

##### **A. POLICY**

Queen Margaret's School believes that the active involvement of parents or community members in a volunteer role has the potential to provide considerable benefit to our students. In addition, the participation of volunteers contributes to positive relationships between the School, parents and community. Queen Margaret's School supports the use of volunteers to support the work of students and employees.

While encouraging a connected and engaged community context of education, Queen Margaret's School has a responsibility for the safety and security of all students while in attendance at the School or engaged in off-campus school activities. Therefore, appropriate safeguards respecting the selection, role and supervision of volunteers must support the use of volunteers.

##### **B. PROCEDURE**

###### **1. Scope**

This policy applies to all volunteer candidates at Queen Margaret's School.

###### **2. Authority**

It is the responsibility of all Principals and Directors to ensure this policy is followed.

###### **3. Procedure/Definitions:**

###### **Volunteer**

A volunteer is a parent or other community member who has made an accepted commitment to assist the School without expectation of compensation. This policy does not apply to students and to school staff who volunteer.

###### **Role of Volunteers**

Volunteers should function in a supportive role which is compatible with the philosophy of the School and should not undertake tasks that require making programmatic decisions.

Volunteers must not be assigned tasks which would violate the privacy of students or their families, or be permitted access to student records.

*Submitted by:*  
*Date approved:*  
*Date last reviewed:*



## **Screening and Selection of Volunteers**

In keeping with the School's commitment to providing a safe learning environment for children, Supervising Principals or Directors should complete *Form 124-A: QMS Volunteer Checklist* to ensure all requirements for the screening and selection of volunteers have been met.

Volunteer candidates must complete *Form 124-B: QMS Volunteer Application Form* and a Criminal Record Check to be considered for volunteering at Queen Margaret's School. If it is anticipated that the volunteer candidate will be volunteering to drive any child other than their own, they must also submit a Driver's Abstract and complete *Form 124-C: QMS Volunteer Driver Application Form*. Forms should be submitted to the supervising Principal or Director for the area in which the volunteer is applying to work.

Principals and Directors must ensure that the screening of volunteer candidates reflects the nature of the activity and the extent of supervision undertaken by the potential volunteer. This includes the need for an interview to determine the appropriateness of the volunteer candidate.

In accordance with the *Personal Information and Privacy Act*, all information collected in the screening process should be officially documented and treated as confidential, excepting the disclosure of information when necessary to determine suitability. Information collected will be stored in a secure area.

A volunteer's services may be terminated at the discretion of the Head of School.

## **Supervision and Monitoring of Volunteers**

An orientation of duties conducted by the supervising Principal or Director should include a review of relevant and applicable policies and procedures, with particular attention to procedures related to the School's risk policies and student safety, as outlined in the *QMS Employee Handbook*.

Supervising Principals or Directors are required to review *Policy #407: Child Protection – Abuse and Neglect* with volunteer candidates.

Supervising Principals or Directors are required to maintain a list of volunteers and the specifics of their task.

It is the responsibility of supervising Principal or Director to inform parents if their child is working exclusively with a volunteer on a regular basis.

## **Conduct of Volunteers**

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Volunteers shall meet all of the criteria of conduct and deportment required of Queen Margaret's School Staff as explained to them by the supervising Principal or Director, as outlined in the *QMS Employee Handbook*.

Volunteers must read *Policy #114 (QMS Personal Information and Privacy Policy for Employees and Volunteers)* and *Policy #115 (QMS Personal Information and Privacy Policy for Parents and Students,)* and must to sign *Form 114-A: Consent for Use of Personal Information* and *Form 114-B: Employee/Volunteer Confidentiality Understanding*, indicating their understanding and adherence to the School's Privacy Policies.

Complaints about volunteers should be handled by the supervising Principal or Director responsible for the volunteer in question.

### **Liability, Insurance and Expenses**

Queen Margaret's School's liability insurance coverage applies to volunteers who are engaged in activities authorized by the School, except where the volunteer has been guilty of dishonesty, gross negligence, malicious or willful misconduct, including abusive behaviour.

Volunteers are responsible for their own injury coverage and must acknowledge this in writing before commencing any volunteer work.

No honorarium or fee for services may be paid to volunteers.

Volunteers may be reimbursed for out-of-pocket expenses, if previously approved by the supervising Principal or Director.

### 4. Communications Process

This policy will be communicated to volunteer candidates and employees by Principals and Department Heads.

### 5. Related Policies and Forms

*QMS Employee Handbook*

*Policy #114 – QMS Personal Information and Privacy Policy for Employees and Volunteers*

*Policy #115 – QMS Personal Information Policy for Parents and Students*

*Form 114-A: Consent for Use of Personal Information*

*Form 114-B: Employee/Volunteer Confidentiality Understanding*

*Form 124-A: QMS Volunteer Checklist*

*Form 124-B: QMS Volunteer Application Form*

*Form 124-C: QMS Volunteer Driver Application Form*

*Policy #407 – Child Protection – Abuse and Neglect*

*Criminal Record Check Request Form*

Submitted by:

Date approved:

Date last reviewed:

