



CALGARY BOARD OF EDUCATION

Administrative Regulation 5003 - Volunteers

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Preamble The Calgary Board of Education recognizes the value and encourages the use of volunteers in the schools.

Definitions 1 In this regulation

(a) “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;

(b) “security clearance” means a certified disclosure of a criminal record background search in accordance with Calgary Board of Education regulations; and

(c) “volunteer” means 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, who parents assist their own child in the school or school council members in their position as school council members.

Purpose	2	The purpose of this regulation is to ensure and maintain a safe and secure learning and working environment.
Purpose of volunteering	3(1)	All volunteer positions must have a specified purpose and must be sponsored by the teacher, principal or the Calgary Board of Education.
	(2)	The principal must approve all volunteer positions in a school in accordance with this regulation.
	(3)	Volunteers provide support to schools and students either as resource persons or in supportive services.
	(4)	Volunteers who act as resource persons are individuals <ul style="list-style-type: none"> (a) who have a relevant area of experience and expertise; (b) who are involved in an activity on a short-term basis to enhance the education program; and (c) whose visits are planned, supervised and evaluated by a certified teacher.
	(5)	Volunteers who provide support services assist teachers or groups of teachers directly or indirectly in achieving educational objectives by providing non-instructional services.
	(6)	A volunteer may not be assigned to assist a teacher without the teacher's consent.
Operations	4	Volunteers must comply with Calgary Board of Education policies, regulations and any school rules.
Insurance	5(1)	Volunteers are insured under the Calgary Board of Education's liability insurance regulation only while they are acting within the scope of their duties as assigned by the principal, teacher or the Calgary Board of Education.
	(2)	Volunteers are not insured under any Calgary Board of Education medical or accident insurance regulation for bodily injuries which they may sustain while volunteering at the Calgary Board of Education.

Volunteer registration	6(1)	All applicants for a volunteer position must complete the Volunteer Registration Form and any other school forms.
	(2)	All applicants for a volunteer driver position must also complete the Application for Automobile Driver Authorization form.
Criminal record declaration	7	All applicants for volunteer positions with the Calgary Board of Education must declare a criminal record.
Conditions of volunteer position	8	A volunteer position with the Calgary Board of Education is conditional on satisfactory receipt and evaluation of their security clearance, even if the volunteer position has started before the security clearance is completed.
Undeclared criminal record	9	If an applicant is being considered for a volunteer position and a security clearance discloses a criminal record which the applicant has not previously declared, the applicant must be offered the opportunity to explain the discrepancy.
Suitability for volunteer positions	10(1)	If an applicant for a volunteer position discloses a criminal record, that applicant may not begin their duties until the principal of the school or the Director of the Service Unit where the volunteer position is located, reviews the security clearance information in consultation with either the Collaborative Learning Community Director or the Corporate Security Advisor, to determine the suitability of the applicant for the position.
	(2)	If an applicant has a criminal record, the principal will review the applicant's suitability for the volunteer position based on the following factors: <ul style="list-style-type: none"> (a) the type of charge or offence; (b) the age of the charge or offence; (c) the type of volunteer work the applicant is being considered for; (d) whether the criminal record impacts on the applicant's ability to perform those volunteer duties;

- (e) whether the behavior associated with the offence(s) if repeated, will pose a threat of physical or sexual abuse to children or others; and
 - (f) any other factor(s) which the principal determines to be relevant.
- (3) If the principal determines that the applicant is deemed unsuitable for that volunteer position, the applicant will not be offered that particular volunteer position.

Notification of criminal charges **11(1)** Volunteers must notify the principal of all criminal charges at the time the charge is issued, except for minor traffic violations.

(2) Volunteers charged with an offence under the Criminal Code of Canada may be suspended from their volunteer positions depending on the nature of the offence and its relationship to their duties.

(3) Conviction of any criminal offence may result in termination of a volunteer position with the Calgary Board of Education.

Volunteer drivers **12** Notwithstanding section 11(1) volunteer drivers must report all criminal charges and traffic violations at the time the charge is issued and must comply with the terms and conditions of the Application for Automobile Driver Authorization form.

Confidential information **13** All information regarding security clearances is strictly confidential and may only be used or disclosed in accordance with this regulation and the Freedom of Information and Protection of Privacy Act.

Approved:	August 25, 2000
Effective date:	January 1, 2001
1st Amendment:	February 15, 2003
Re-issued:	February 15, 2003



VOLUNTEER REGISTRATION FORM

The Calgary Board of Education appreciates the services of all of its volunteers. In order to ensure the safety of students, all volunteers in our schools need to be registered. A volunteer is someone who assists school 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 parents who assist their own child in the school, or school council members in their position as school council members. We hope that you will complete this form to enable the school in which you volunteer to exercise control over who should or should not be involved with the children. The information collected on this form will be held in strict confidence.

If you are under 18 years of age your parent or guardian must sign this form.

Name of school or department:

Name: Mr.Mrs.Ms. _____
Surname Given Names

Mailing Address :

Postal Code _____

Telephone No.:

Daytime Evening

Do you have children or grandchildren registered in this school? Yes _____ No _____

If yes, please list by name and grade:

Name	Grade
_____	_____
_____	_____
_____	_____

If not, would you please list at least two references with whom the school may check:

Name	Telephone No.
_____	_____
_____	_____
_____	_____

A security clearance is required before a volunteer position is confirmed.

Do you have a criminal record for which you have not received an official pardon?

Yes _____ No _____

Have you completed a security clearance application? [See attached]

Yes _____ No _____

[You will need two pieces of identification.]

As a volunteer, we would like to advise you of the following conditions:

1. That confidentiality is of the utmost importance in the school setting in order to ensure that the dignity and worth of students, parents, volunteers and school staff is honored.
2. That any information collected, used, generated, and stored by the Calgary Board of Education including student, instructional, financial, or administrative information is strictly confidential and is to be used only in the performance of volunteer duties.
3. That you may not disclose, communicate, publish, take, alter, copy, interfere with, or destroy any information unless you are specifically authorized to do so by the teacher or principal.
4. That you must notify the principal of any new criminal charges at the time the charge is made.
5. That the teaching and administration staff are responsible for student learning and discipline.
6. That school administration, teaching, and support staff have specific roles to play and it is important that the staff of a school operate as a team.
7. That you as a volunteer can assist greatly in enhancing student learning by working positively and cooperatively with the school team.
8. That any failure to comply with these conditions or Calgary Board of Education regulations may result in termination of your position as a volunteer.

By signing this volunteer registration form, I am agreeing to the conditions outlined.

Signature: _____ **Date:** _____

Parent/Guardian signature [if volunteer is under 18 years of age]:

_____ **Date:** _____

The information on this form is collected under Alberta's Freedom of Information and Protection of Privacy Act to carry out our responsibilities under the School Act. If you have any questions about this form, please contact the school principal, Service Unit Director or Collaborative Learning Community Director.