



VOLUNTEERS IN THE SCHOOLS POLICY

DM Approval:

Valerie Royle

Effective Date: March 1, 2014

GENERAL INFORMATION

Yukon Education recognizes that volunteers make valuable contributions to Yukon schools and that the participation of volunteers is an important part of the effective functioning of Yukon schools.

The *Education Act* provides that the principal of a school is responsible for promoting satisfactory relationships with parents and the School Community, and for directing and supervising staff rendering service to the school, including volunteers.

PURPOSE

The purpose of this policy is to provide guidelines that apply when volunteers participate in both school-based and off-site activities in Yukon schools, including volunteers operating private vehicles as part of those activities.

DEFINITIONS

'School Community' means everyone in a community who has contact with a school, including students, families, Yukon Education staff, School Councils, First Nations and other partners in education.

'Volunteer' means a person who voluntarily takes part in school activities without pay.

POLICY STATEMENT

Yukon Education encourages participation by volunteers in school-based and off-site activities occurring in Yukon schools.

School administrators must ensure that all volunteers participating in school activities:

- have the experience and qualifications appropriate for the activity;

- have signed and submitted any forms required by the school administrator for participation in the activity, including a *Volunteer Registration Form* and/or a *Use of Private Vehicle For Transporting Students Form* when required;
- have provided a record of any certification required for their participation in the activity (e.g. driver's license, First Aid certification etc.);
- are fully informed that they are expected to exhibit positive behaviour and to act as an appropriate role model;
- are aware of and adhere to the school's rules and code of conduct at all times;
- are aware of the planned schedule and itinerary for the activity;
- are committed to fulfill their duties as volunteers for the duration of the activity;
- understand the need to dress appropriately for the type of activity they are participating in;
- attend all volunteer planning meetings as required; and
- meet the requirements for volunteers under the *Off-Site Experiential Learning Policy* where applicable.

Security Clearance

Each school administrator must ensure that any volunteer who will or may at any time have authority or care or control over students provides written consent for an up-to-date security clearance. At any time, the school administrator may request that a security clearance be completed. The results of the security clearance must be acceptable to Yukon Education before the person can continue to volunteer in the school.

Student Transportation

All volunteers who operate a vehicle to transport students to and from school activities must provide the school administrator each school year with:

- a copy of a valid driver's license;
- a copy of their vehicle registration and proof of insurance coverage of at least one million dollars for both the driver and the vehicle if they are using a private vehicle to transport students, and
- a copy of a driver's abstract, if requested by the school administrator.

Workers' Compensation Coverage for Volunteers

Persons who, with the consent of Yukon Education, perform services on behalf of the schools as volunteers are designated as workers employed by the Yukon Government for the purposes of the *Workers' Compensation Act*.

ROLES AND RESPONSIBILITIES

A volunteer participating in school-based or off-site school activities is responsible for following the requirements of this policy while participating in the school activity.

School administrators are responsible for authorizing participation by volunteers in school activities in accordance with the requirements of this policy.

APPLICATION

This policy applies to the participation of volunteers in school-based and off-site activities in all Yukon schools, and applies to all staff of Yukon Education, volunteers, and other members of the School Community.

EXCEPTIONAL CIRCUMSTANCES

In situations where the individual circumstances of a case are such that the provisions of this policy cannot be applied or to do so would result in an unfair or an unintended result, the decision may be based on the individual merits and justice of the situation. Such a decision will be considered for that specific case only and will not be precedent setting.

EFFECTIVE DATE

This policy is effective March 1, 2014.

LEGISLATIVE AND POLICY REFERENCES

Education Act, ss. 169 (b) and (e)

Workers' Compensation Act, ss. 6 (1) (j)

Yukon Education 'Off-Site Experiential Learning Policy'

Yukon Education 'Transportation of Students in Government-Owned and Rented Vehicles Policy'

HISTORY

Volunteers in the Schools Policy, effective June 16, 2006; amended effective March 1, 2014.