



# CALGARY BOARD OF EDUCATION

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## 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.

<b>Purpose</b>	<b>2</b>	The purpose of this regulation is to ensure and maintain a safe and secure learning and working environment.
<b>Purpose of volunteering</b>	<b>3(1)</b>	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"> <li>(a) who have a relevant area of experience and expertise;</li> <li>(b) who are involved in an activity on a short-term basis to enhance the education program; and</li> <li>(c) whose visits are planned, supervised and evaluated by a certified teacher.</li> </ul>
	(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.
<b>Operations</b>	<b>4</b>	Volunteers must comply with Calgary Board of Education policies, regulations and any school rules.
<b>Insurance</b>	<b>5(1)</b>	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.



- (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.

<b>Approved:</b>	August 25, 2000
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