



# CALGARY BOARD OF EDUCATION

---

## Administrative Regulation 5003 - Volunteers

### Table of Contents

Preamble	
Definitions	1
Purpose	2
Purpose of volunteering	3
Operations	4
Insurance	5
Volunteer registration	6
Criminal record declaration	7
Conditions of volunteer positions	8
Undeclared criminal record	9
Suitability for volunteer position	10
Notification of criminal charges	11
Volunteer drivers	12
Confidential information	13

**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.

- |  |              |   |
|--|--------------|---|
| <b>Volunteer registration</b>              | <b>6(1)</b>  | 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.   |
| <b>Criminal record declaration</b>         | <b>7</b>     | All applicants for volunteer positions with the Calgary Board of Education must declare a criminal record.  |
| <b>Conditions of volunteer position</b>    | <b>8</b>     | 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.  |
| <b>Undeclared criminal record</b>          | <b>9</b>     | 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.  |
| <b>Suitability for volunteer positions</b> | <b>10(1)</b> | 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"> <li>(a) the type of charge or offence;</li> <li>(b) the age of the charge or offence;</li> <li>(c) the type of volunteer work the applicant is being considered for;</li> <li>(d) whether the criminal record impacts on the applicant's ability to perform those volunteer duties;</li> </ul> |

- (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
<b>Effective date:</b>	January 1, 2001
<b>1<sup>st</sup> Amendment:</b>	February 15, 2003
<b>Re-issued:</b>	February 15, 2003