



Background

The school values the contributions of volunteers in enhancing learning opportunities for students while still recognizing its responsibility to provide a safe and caring environment for students and staff. Particular care must be taken for ensuring the reliability and suitability of volunteers who work with and/ or supervise students in circumstances where a teacher or employee is not always immediately present.

Procedures

1. The Principal and staff are encouraged to promote the appropriate participation of volunteers in the life of the school.
2. Volunteers participating in the activities of the school are expected to:
 - 2.1 Share relevant areas of volunteer interest or expertise to assist the school in identifying volunteer assignments;
 - 2.2 Abide by the rules of confidentiality;
 - 2.3 Act in an assisting capacity with teachers but not assume functions considered responsibilities of the teacher;
 - 2.4 Seek the counsel and take the direction of the Principal or designate in any decision area(s) which may be unclear to the volunteer;
 - 2.5 Sign in when arriving at the school and wear volunteer identification provided by the school.
3. The Principal is responsible for:
 - 3.1 Recruiting and screening volunteers keeping in mind the safety and well being of students and staff;
 - 3.2 Ensuring that volunteers act in an assisting capacity and do not assume the functions normally performed by the classroom teacher;
 - 3.3 Developing school processes and procedures regarding the use of volunteers in the school.
 - 3.4 Approving all volunteer positions in the school, in accordance with this administrative procedure.
 - 3.5 Organizing an orientation event at least annually for individuals who want to serve as volunteers at the Calgary Girls Charter School.
4. Forms
 - 4.1 All new volunteer applicants must submit a completed Volunteer Confidentiality and Behaviour Agreement (AF490B) and a completed Calgary Police Information Check (PIC) available online. Steps to follow are outlined in the appendix to the

Administrative Procedure. The Principal will determine the eligibility of each volunteer. Approved volunteers remain on the active volunteer roster until the end of the school year in which the approval was given.

4.1.1 Volunteers must annually update the Calgary Girls Charter School Volunteer Confidentiality and Behaviour Agreement (AF490B). Forms are to be completed, signed, and submitted electronically along with registration documents in the spring of the year prior to that in which the volunteer activity will take place. This deadline allows sufficient time for processing volunteer applications before the start of the next school year.

4.1.2 Volunteers who do not submit registration forms by the deadline may complete the application process (Volunteer Confidentiality and Behaviour Agreement (AF490B) and PIC) at any time; however, no person can serve as a volunteer until such time as the Principal gives approval.

4.1.3 Volunteers must submit a completed PIC upon first requesting to be a volunteer. Thereafter, an updated PIC is required every three (3) years.

5. Notification

5.1 Upon receipt of a satisfactory police information check document, the Principal will consider the application and notify the potential volunteer of their eligibility to participate on school sponsored educational trips/events. It is important for volunteers to understand that eligibility to participate does not guarantee involvement on any given excursion. The Principal determines the list of volunteers and the number of volunteers per event/excursion.

5.2 In the event that a potential volunteer discloses a prior criminal conviction for which they haven't received a pardon, or the Police Information Check form comes back indicating the possibility of a criminal conviction, the Principal will invite the individual to meet and discuss the nature of the offence and the Principal will then determine whether there is a risk, and the nature of that risk, to students or staff by engaging that person as a volunteer at CGCS.

5.3 The Principal will decide as to the suitability of engaging that volunteer and will notify the person accordingly.

6. Driver's Abstract

6.1 Volunteers who may be required to drive students in the course of field trips or student participation in extracurricular activities, such as sporting events or fine arts programs, in addition to the police information check procedures outlined in the appendix, will also be required to:

6.1.1 Complete a Volunteer Driver Application (AF260-J)

6.1.2 Provide proof of insurance in the amount determined by the Secretary-Treasurer (two (2) million).

7. An individual approved as a volunteer shall be so informed by the Principal, in writing.

8. Volunteer Orientation

8.1 At the beginning of each school year, individuals interested in volunteering will attend a volunteer orientation session, where the following information will be shared. This information will also be posted on the school website:

- 8.1.1 Volunteer administrative procedure;
 - 8.1.2 Guidelines and expectations of volunteers;
 - 8.1.3 Roles and responsibilities of volunteers;
 - 8.1.4 The Police Information Check process for volunteers at CGCS;
 - 8.1.5 Implications of the Freedom of Information and Protection of Privacy Act (FOIP) regarding student information that volunteers may become privy to in the course of their duties;
 - 8.1.6 The requirement to complete a voluntary driver application if they will, or may be, transporting students in a private vehicle.
9. The Principal or designate may deny or revoke permission for a volunteer to work in school(s) if the volunteer is deemed unsuitable for a volunteer position, is in breach of Board policies or behaves in a way that is contradictory to the school vision, mission and/or values.
10. If the Principal denies an individual's application for a volunteer role, the individual may appeal the decision to the Superintendent. The Superintendent's decision is final.

Reference:

Education Act, s. 52, 53, 54, 197, 222, 256

Freedom of Information and Protection of Privacy Act



Background

The teaching staff and administration of CGCS recognize the immense value of the many volunteers who support field experiences and extensions of learning as well as those who assist teachers in their classrooms or with special events.

Volunteers have to **apply online** through a system called ePIC. ePIC will allow applicants the convenience of applying online to submit their applications 24/7 from any location. No paperwork is required and applicants can monitor the status of their application through their own personal account. Detailed instructions on how to apply can be found on the CGCS website or Calgary Police Service website (see link below).

The Principal approves anyone volunteering at CGCS in a capacity that will bring them in contact with students. The approval process consists of the following steps:

1. Complete a Volunteer Confidentiality and Behaviour Agreement (AF490B) (available as part of CGCS on-line registration). Completion and compliance with the Volunteer Confidentiality and Behaviour Agreement (AF490B) will need to be repeated each year upon registration.
2. For all **new registrants** and all girls **entering grade 7**, parents who wish to volunteer to supervise students **must apply online** through ePIC (<https://policeinformationcheck.calgarypolice.ca/>) and complete a Police Information Check (PIC) through your own personal account. PIC results will be returned to the applicant **not the school** and **you will be required to share it** with the Calgary Girls Charter School **in order to volunteer** to supervise students.
3. There is no cost for police Information checks for volunteers to the Calgary Girls Charter School. However, prior to applying online for your PIC, **it is imperative** that you email office@calgarygirlsschool.com to request an official volunteer letter listing our unique VOAN number from Volunteer Alberta which provides us government funding for volunteers PICs. Unfortunately, without the unique letter, you will be required to pay for your PIC and CGCS is not able to issue a refund. Results will be returned directly to the applicant online and the applicant is required to share their results with the agency Calgary Girls Charter School in order to volunteer to supervise students.
4. Upon sharing your valid PIC results with the school, the Principal will determine the eligibility of each volunteer. Volunteers are required to sign in at the school office and will be issued an identification tag that must be worn while volunteering within the school. The identification tag does not have to be worn during off campus trips.

5. Those who are approved as volunteers in the current school year will remain on the active volunteer roster until the end of that school year.

Following this initial implementation, volunteers will require approval and a valid police information check (PIC) upon **acceptance of their daughter(s) entering grade 4** and upon **registering their daughter(s) into grade 7**. All parent(s)/guardian(s) of new girl's entering CGCS in grade 5 to 9 who wish to volunteer, will be required to complete an online police information check form during registration of their daughter(s).

It is also recommended that volunteers attend a **volunteer orientation session** to be offered at the beginning of each school year.