



## **AP 490 VOLUNTEERS**

Approved: September 2014

Amended: September 2024

Reviewed: September 2024

Due: September 2029

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### **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.

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### **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. Complete a volunteer application form
  - 2.2. Submit a valid Police Information Check (vulnerable Sector)
  - 2.3. Abide by the rules of confidentiality, as outlined in AF490A
  - 2.4. Sign an acknowledgement of risk form, as outlined in AF490B
  - 2.5. Read the information provided by the school about Volunteering at CGCS
  - 2.6. Act in an assisting capacity with teachers but not assume functions considered responsibilities of the teacher;
  - 2.7. Seek the counsel and take the direction of the Principal or designate in any decision area(s) which may be unclear to the volunteer
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. Providing information to volunteers about volunteering at least annually for individuals who want to serve as volunteers at the Calgary Girls Charter School.
4. All new volunteer applicants must submit a completed Volunteer Confidentiality Agreement (AF490A) and Acknowledgement of Risk (AF490B) annually and Calgary Police Information Check (PIC) and Vulnerable Sector Check every three years.

- 4.1. 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 and/or Vulnerable Sector 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 offense 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. 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. The Principal will consider the application and notify the potential volunteer of their eligibility to volunteer at CGCS.
  
6. An individual approved as a volunteer shall be so informed by the Principal, in writing.
  
7. At the beginning of each school year, individuals interested in volunteering will receive a Volunteer handbook, where the following information will be shared. This information will also be posted on the school website:
  - 7.1 Volunteer administrative procedure;
  - 7.2 Guidelines and expectations of volunteers;
  - 7.3 Roles and responsibilities of volunteers
  - 7.4 The Police Information Check/Vulnerable Sector Check process for volunteers at CGCS;
  - 7.5 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. 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 Board policies or behaves in a way that is contradictory to the school vision, mission and/or Values.
  
9. 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.

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*References:* Education Act, s. 52, 53, 54, 197, 222, 256  
Freedom of Information and Protection of Privacy Act



## AP490 VOLUNTEERS

### APPENDIX A: PROCEDURES FOR VOLUNTEERING IN SCHOOL AND AT OFF CAMPUS ACTIVITIES

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#### 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.

Prospective volunteers **apply online to** volunteer using the CGCS volunteer application. The application will include permission to submit an application to authorities on behalf of the potential volunteer through a system called ePIC. No paperwork is required and applicants can monitor the status of their application through their own personal account. In addition to the approval to submit the paperwork for ePIC, applicants need to complete additional paperwork that confirms the importance of confidentiality and acknowledgement of risk in participating in volunteer experiences. For applicants that have a valid ePIC prior to applying to volunteer, a copy of the ePIC can be submitted to the main office (less than three years old).

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 Agreement (AF490A) and an acknowledgement of risk form (AF490B). Completion and compliance with the Volunteer Confidentiality Agreement will need to be repeated each year for ongoing volunteer status.
2. There is no cost for police Information checks for volunteers to the Calgary Girls Charter School if the ePIC is done through the school. This requires the applicant to disclose their full legal name and birthdate. Should applicants wish to complete an ePIC outside of CGCS, they are responsible for the costs. Once the ePIC is provided to the applicant, a copy must be submitted to the school in order to supervise students.
4. Upon sharing your valid PIC results with the school, along with the additional agreements (AF480A and B), 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.
6. Volunteers need to read through the Volunteer handbook prior to their first volunteer experience.