



# Meadowbrook Elementary School

School District No. 43 (Coquitlam)

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## *Volunteering at Meadowbrook Elementary School*

*Dear Volunteers:*

*At Meadowbrook Elementary we have benefited from an open, sharing relationship between our school and parent community creating the best possible learning environment for students. As a staff we appreciate the willingness with which parents and other adults in the community volunteer their help. We wish for such assistance to continue in the most caring and professional manner possible.*

*Because parent volunteers often work closely with students in the classroom it is important that a high level of confidentiality be adhered to at all times. Obviously being a volunteer is a special position of trust.*

*Volunteers are asked to keep in mind that conversations are confidential and observations of student's work and behaviour are to be kept confidential as well. Information learned about students is not to be talked about in the community. If a volunteer has a strong concern, the proper procedure is to discuss it with the teacher. Just as you would appreciate confidentiality regarding your own children, we wish to ensure that all students are entitled to the same ethical treatment.*

*We ask volunteers who are active in the classroom to sign the form below to acknowledge that they understand the importance of this special relationship.*

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As a volunteer in the classroom, I understand that a strict level of confidentiality and trust must be maintained at all times. I understand that this would mean not speaking in the community of any information learned about students or staff. After reading the above letter, I also understand that if I have a concern I should direct it to the teacher or the principal.

Volunteer's name: (print) \_\_\_\_\_ Volunteer's signature: \_\_\_\_\_

# SCHOOL VOLUNTEERS

## Background

The District acknowledges that school volunteers, through their donation of time and talent, provide a valuable contribution to the successful operation of a school. These individuals offer important opportunities for the enrichment of the school experiences of both students and staff as well as a sense of personal fulfillment as a result of their involvement in the life of the school. The District will strive to promote an environment within schools which welcomes volunteers, provides them with meaningful work and which shows appreciation for their efforts.

Involvement of volunteers is encouraged in activities for which the volunteer is qualified, which benefit the school, and which do not interfere with employees performing their regular duties or result in the displacement of an employee. The delivery of an effective volunteer program requires a harmonious relationship between school staff and volunteers.

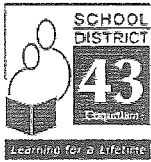
While encouraging volunteer involvement in schools, the District expects its schools to be safe, secure and caring environments for students. Therefore, appropriate safeguards respecting the selection, role and supervision of volunteers must support the use of volunteers. The District, through its employees, must maintain control of school programs and school-sponsored activities.

## Procedures

1. The principal or vice principal will ensure that:
  - 1.1 Volunteers are selected on the basis of an ability to deal with students, skill in performing needed services, interest in the activity and personal character. In order to reinforce a sense of community, volunteers are encouraged from within the community at large and efforts should be made to involve a wide representation of the community.
  - 1.2 The screening of potential volunteers follows the *District's Volunteer Screening Process* (F495-1) and, depending on the nature of the activity, the extent of supervision undertaken by the potential volunteer and if the volunteer is not known to the principal, there may be a need for an interview to determine the appropriateness of the volunteer candidate. All information collected in the screening process should be documented and treated as confidential, excepting the disclosure of information necessary to determine suitability. The Principal shall, in his or her discretion, determine whether any individual can volunteer or can continue to volunteer in a school.
  - 1.3 When a volunteer will not be under the direct supervision of a teacher or administrator or will have regular and ongoing involvement with students, a

criminal record check is required. A criminal record check must be completed not less than every five years and may be requested annually. The Criminal Record Check will be provided to the principal of the school in which the individual volunteers.

- 1.4 Volunteers meet all the criteria of conduct and deportment required by Coquitlam School District.
  - 1.5 A review of the school's volunteer program will be discussed annually with the Parent Advisory Council and the School Planning Council.
  2. Individual staff members will:
    - 2.1 Conduct an orientation for volunteers including a review of relevant and applicable District and school policies and procedures.
    - 2.2 Provide any necessary direction or specific instruction related to the volunteer's assignment, with particular attention to procedures related to student safety, risk management and emergency procedures.
    - 2.3 Inform parents if their child is working exclusively with a volunteer on a regular basis.
    - 2.4 Be responsible for the general supervision of volunteers and provide feedback concerning the activities undertaken by the volunteers, recognizing that different levels of supervision of the volunteer may be necessary depending upon the nature of the activity being undertaken, and the age, experience and maturity of the volunteer. The individual staff member must be aware that younger volunteers or volunteers who supervise higher risk activities may require a heightened degree of supervision. It is the responsibility of the individual staff member to ensure an appropriate level of supervision of the volunteer in all the circumstances.
    - 2.5 Ensure that the school principal is notified of the services of school volunteers and that all pertinent information is provided to the principal by the staff sponsor.
  3. School volunteers will:
    - 3.1 Not be under the influence of and/or in possession of illicit drugs or alcohol.
    - 3.2 Maintain confidentiality of students and of school matters.
    - 3.3 Comply with all applicable school and District policies and procedures.
    - 3.4 Accept and respect the exercise of professional judgment, supervision and decision making by staff members and school administrators; and
    - 3.5 Review, agree and sign the Coquitlam School District Volunteer Code of Conduct.
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### SCHOOL VOLUNTEER APPLICATION (ADMINISTRATIVE PROCEDURE 495)

Please complete both sides of this form and return it to the Principal. Depending on the activity, school volunteers may be required to provide a Criminal Record Check at no extra cost to the individual.

Volunteer Name: \_\_\_\_\_  
Last First Initial

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

School: \_\_\_\_\_

Names of Children at this School: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_  
Name Phone Number

Medical Concerns: \_\_\_\_\_

Family Doctor: \_\_\_\_\_  
Name Phone Number

Staff Contact: \_\_\_\_\_

Proposed activities (team, club or class): \_\_\_\_\_

\_\_\_\_\_

Pertinent experience for proposed activities: \_\_\_\_\_

\_\_\_\_\_

Formal training (if applicable): \_\_\_\_\_

\_\_\_\_\_

First Aid or other emergency training: \_\_\_\_\_

\_\_\_\_\_

References:

\_\_\_\_\_

Name

\_\_\_\_\_

Phone Number

\_\_\_\_\_

Name

\_\_\_\_\_

Phone Number

Criminal Record Check:

\_\_\_\_\_

Date completed

\_\_\_\_\_

Date Submitted

I certify that the information given in this form is true and correct and I agree that falsification or omission of information called for may result in my removal as a volunteer. I agree to all school and district policies and procedures. To ensure the safety and well-being of children, I am aware that I may be asked to provide a copy of a Criminal Record check.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

Administrator Approval:

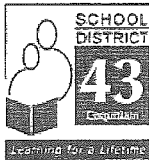
\_\_\_\_\_

Date Approved:

\_\_\_\_\_

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## SCHOOL VOLUNTEER CODE OF CONDUCT (ADMINISTRATIVE PROCEDURE 495)

In order to help secure the safest possible environment for students, this document defines the district's expectations for all school volunteers.

**As a volunteer, I agree to abide by the following Volunteer Code of Conduct.**

1. I agree to act in a respectful manner and practice an ethic of care with all children and members of the school community.
2. I agree to abide by all instructions and directions given to me by the supervising teacher while volunteering.
3. I have spoken with the supervising teacher about student behaviour and expectations and understand my role in responding to students.
4. I will maintain confidentiality at all times.
5. I will not contact students outside of school hours without permission from the principal.
6. As per AP 495, I may be required to complete a Criminal Record Check.
7. I will abide by *Administrative Procedure 253* when transporting students.
8. I will abide by all school and district policies and procedures.
9. I will not use my access to students or volunteer responsibilities for personal gain.

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**I agree to follow the Volunteer Code of Conduct at all times.**

\_\_\_\_\_

Print Name

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

## **VOLUNTEER DRIVER CERTIFICATION FOR INSURANCE & VEHICLE SPECIFICATIONS**

Dear Volunteer Driver:

We are most appreciative of the assistance you provide our school when transporting the students in your private vehicle.

Each year, we require our volunteer drivers to complete a Volunteer Driver Certification form, as attached, before they transport students. We also ask you to provide us with both a driver's abstract and a criminal record check. You can obtain a printed copy of your driver's abstract free of charge by attending an ICBC point of service and presenting your driver's license or by telephoning 1-800-950-1498 (ICBC Customer Service). The document will then be faxed, mailed or e-mailed to you. The information will be kept in a confidential file in the school. A criminal record check can be obtained by contacting the Coquitlam RCMP (604-945-1550) or the Port Moody Police (604-461-3456).

We also require our volunteer drivers to carry a minimum of \$1,000,000 in liability coverage on their vehicles.

We would like to take this opportunity to again thank you for your generous assistance in transporting our students.

Yours truly,

**SCHOOL DISTRICT NO. 43 (COQUITLAM)**

Principal

## VOLUNTEER DRIVER CERTIFICATION FOR INSURANCE & VEHICLE SPECIFICATIONS

DRIVER'S NAME		
DRIVER'S ADDRESS		
DRIVER'S PHONE NUMBER		
DRIVER'S LICENCE NUMBER		
VEHICLE OWNER'S NAME <i>(if different)</i>		
VEHICLE OWNER'S ADDRESS		
VEHICLE OWNER'S PHONE NUMBER		
MAKE & MODEL OF VEHICLE		
YEAR OF VEHICLE		
LICENSE PLATE NUMBER		
INSURED LIMIT <i>(3<sup>RD</sup> Party Liability)</i>		
NUMBER OF SEAT BELTS IN VEHICLE		
EQUIPPED WITH PASSENGER-SIDE AIRBAG	YES	NO

To the best of my knowledge the vehicle identified above is in safe, road worthy condition and my driver's license is in good standing.

I understand that each student transported must wear a seat belt.

I understand that I will be requested to provide an abstract of my driving record and a criminal record check to the school office.

I accept responsibility for notifying the school of any changes in the above information.

\_\_\_\_\_  
Driver's Signature

\_\_\_\_\_  
Date

Volunteer drivers must refrain from smoking and talking on cell phones while transporting students on school events per Administrative Procedure 253.

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