

550 Poirier Street Coquitlam British Columbia V3J 6A7 • Phone 604-939-9201 • Fax 604-939-7828

## **DISTRICT VOLUNTEER SCREENING PROCESS/ FOR PRINCIPALS OR VICE PRINCIPALS**

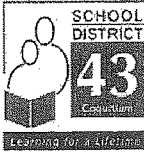
AS PER ADMINISTRATIVE PROCEDURE 495

- If the volunteer does not have children at the school, have the potential volunteer complete a School Volunteer Application (Form 495-2).
- 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, an interview will take place to determine why they want to volunteer and record responses on the Volunteer Interview Sheet (Form 495-4).
- Request the volunteer to provide a criminal record check (where the volunteer will not be under direct supervision of a teacher or administrator or will have regular and ongoing involvement with students).
- Document all information received.
- As necessary, review the School Volunteer Code of Conduct (Form 495-3) with the volunteer and obtain the volunteer's signature.

The principal or vice principal will only approve volunteers who possess personal qualities and skills appropriate to assisting within a school setting. The volunteer screening process provides an opportunity for an ongoing matching function between school needs and the demonstrated interests and talents of the volunteer. The volunteer screening process guidelines provide principals or designates with a check list and should be used in conjunction with Form 495-2 (School Volunteer Application) and Form 495-3 (School 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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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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

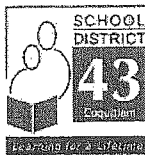
**Administrator Approval:**

\_\_\_\_\_

**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.**

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Print Name

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Date

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Signature



## FIELD TRIPS

### Background

The Board believes there is educational value in well planned and properly supervised field, athletic and cultural trips. In planning and approving such trips, the safety of students and the educational benefits to be derived shall be the primary considerations.

For the purpose of this administrative procedure, a field, athletic or cultural trip is a supervised teacher or school sponsored activity (enhanced and optional or extra-curricular) where students leave the school premises for part of a day, a day or multiple days. Trips should be selected, planned, organized and conducted in the context of:

- a. clear educational benefits, additional opportunities for learning or an extracurricular experience for students;
- b. safety, security and protection of students, staff, volunteers and the School District; and
- c. appropriate risk assessment and management of off-site activities

### Procedures

#### 1. Planning

- 1.1 It is the Principal's responsibility to ensure the appropriateness of field trips and the safety of students.
- 1.2 The Principal shall designate a School District No. 43 (Coquitlam) "educator in charge" of each trip. An educator designated as being "in charge" must have appropriate experience to supervise the safety and well-being of students.
- 1.3 The overall plan for each trip must be prepared by the educator in charge, must include a supervision plan indicating the ratio of adult supervisors to participants, and must be approved by the Principal of the school.
- 1.4 An itinerary must be available at the school office for all trips, including contact information in case of an emergency.
- 1.5 An emergency phone plan must be in place for all field trips.
- 1.6 A copy of each student's medical form must be available in case of medical emergencies or incidental delays.
- 1.7 The teacher must carry or have access to a first aid kit during the field trip or must have access to an on-site first aid provider.
- 1.8 Arrangements must be made to provide an instructional program for students not participating in the trip and for the instruction of classes normally taught by teachers who will accompany students on the trip.
- 1.9 The Board must not be held responsible for any losses which may arise from cancellation or alteration of a field trip itinerary.
- 1.10 The school office must be notified of any changes to the school trip departure, arrival times, or location of the activities.

- 1.11 A "Parent/Guardian Field Trip or Extra-Curricular Field Trip Information and Consent Form" (F250-1/F250-2) shall be prepared for each trip and sent home with each student who may participate in the field trip.
  - 1.12 A "Parent/Guardian Field Trip or Extra-Curricular Field Trip Information and Consent Form" (F250-1/F250-2) shall be provided by each student participating in the activity.
  - 1.13 The "Teacher Field Trip Checklist" form (F 250-4) must be completed to document the details of the field trip and transportation arrangements and is to be retained at the school office prior to the day(s) trip.
  - 1.14 The Principal will ensure that roles and responsibilities of all students and attending adults are clearly defined prior to the school field trip. The District and School's Code of Conduct must be reviewed by all participants prior to the field trip.
  - 1.15 Schools may charge fees for optional field trips that enhance a student's learning experience but are not essential to the learning outcomes.
  - 1.16 Extra-Curricular Field Trips are not considered part of the educational program therefore fees may be charged.
  - 1.17 No student will be prevented from taking part for financial hardship (refer to Administrative Procedure 240 Charges for Course Fees/Activities/Materials).
2. Communication with Parents/Guardians
    - 2.1 Advance communication to parents/guardians is required for all field trips. Parents/guardians must be provided notice in writing which addresses the following areas:
      - a. nature of the field trip
      - b. rationale for field trip
      - c. all transportation and accommodation arrangements, if applicable
      - d. level of supervision
      - e. scope of risks and potential for injury inherent in the activity
    - 2.2 A written consent form for the field trip must be obtained with a parent/guardian signature.
    - 2.3 Parents/guardians of students participating in extracurricular sports at the secondary school level must be provided with the comprehensive informed consent package, which includes a parent/guardian permission and consent form developed by the Coquitlam Secondary School Athletics Association (CSSSA). The purpose of the CSSSA Informed Consent Document is to provide students and parents/guardians with information that is related specifically to one seasonal sport. The CSSSA Informed Consent Document must be completed prior to a student being permitted to participate in extracurricular sports activities at the secondary level.
3. Supervision
    - 3.1 Vigilant supervision of students is mandatory during all School District trips.
    - 3.2 Volunteer supervisors must be screened for suitability and advised of the expectations of their role as outlined by AP 495 School Volunteers.
    - 3.3 Student conduct is governed by School and District Codes of Conduct.
    - 3.4 On a field trip of any kind, the teacher / adult supervisor will act in a manner consistent with what would be expected of a "judicious parent/guardian". It is expected that the teacher sponsor / adult supervisors will ensure proper and safe student conduct by providing proactive participation and visible presence.

- 3.5 At all times the use of alcohol, tobacco or illegal substances by student participants, volunteers, supervisors or staff is strictly prohibited during any field trips, regardless of the circumstances, the age of participants or local laws, customs or culture.
  - 3.6 Parent/guardian participation in field trips to augment supervision is encouraged and, in many cases, necessary. Circumstances determined by the Principal may warrant a review of the levels of supervision according to the age, maturity, knowledge and skill of the students, the nature of the field trip, and/or the experience of the supervisor(s) as well as the duration of the trip. For day field trips, supervision must be provided at the following minimum levels (greater supervision may be necessary depending on the nature of the activity being undertaken):
    - a. grades K-3 – 1:8 ratio of adults to students
    - b. grades 4-5 – 1:10 ratio of adults to students
    - c. grades 6-8 – 1:15 ratio of adults to students
    - d. grades 9-12 – 1:15 ratio of adults to students
    - e. planning and consideration must be provided for any special needs student involved in an activity. SEAs normally assigned to an individual special needs student are not to be included in the above ratios
  - 3.7 For minimal risk overnight trips, supervision must be provided at the above minimal levels. Greater supervision may be necessary depending on the nature of the activity being undertaken and the composition of the class.
  - 3.8 Trips that involve both male and female students, which extend overnight, shall have at least one male and one female adult accompanying students.
  - 3.9 Any CUPE employee who attends and is outside of their classification is considered to be a volunteer therefore they will not receive pay for the activity.
4. Transportation
- 4.1 The "Student Vehicle Assignment" form (F 250-3) passenger loading list, which includes contact telephone numbers for all passengers in the vehicle, must be left at the school and another copy carried with the Supervisor.
  - 4.2 Refer to Administrative Procedure 253 Volunteer Drivers and the Use of Privately Owned Vehicles.

- References:
- F250-1 Parent/Guardian Field Trip Information and Consent Form
  - F250-2 Parent/Guardian Extra-Curricular Field Trip Information and Consent Form
  - F250-3 Student Vehicle Assignment
  - F250-4 Teacher Field Trip Checklist
  - AP 240 Charges for Course Fees/Activities/Materials
  - AP 252 Out of Province Educational Trips
  - AP 253 Volunteer Drivers and the Use of Privately Owned Vehicles
  - AP 255 Student Exchange, Sister School or Humanitarian Programs
  - AP 495 School Volunteers

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- August 1990 Volume 32 Page 219 Policy II-D-14 Extended Educational Tours and Student Exchange Programs
- July 1991 Volume 33 Page 20 Policy II-D-12 Class Outings, Day Hikes and Overnight Outdoor Education Trips
- June 2005 Volume 47 Page 78 AP 250 Class Outings, Day Hikes and Overnight Outdoor Education Trips and AP 251 Canoes, Sailboats and Archery Equipment
- April 2006 Volume 48 Page 51 AP 251 Canoes Trailers and Associated Equipment assimilated into AP 250 Class Outings, Day Hikes and Overnight Outdoor Education Trips
- June 2008 Volume 50 Page 6 AP 250 Field Trips
- April 2010 Volume 52 Page 41 AP 250 Field Trips



## 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.

Reference: Section 7.1, 26.1, 85, School Act  
F495-1 District Volunteer Screening Process  
F495-2 School Volunteer Application  
F495-3 School Volunteer Code of Conduct  
F495-4 Volunteer Interview

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