

Yukon Education

Policy Subject: Volunteers in the Schools Policy

Date Passed: June 16, 2006

Policy No. 1004

Legislation: Education Act

Cross Reference:

- Transportation of Students in Private Vehicles
- Field Trip Policy

The Department of Education recognizes that volunteers make valuable contributions to the schools, students and staff of all Yukon schools, and that volunteer participation is an essential complement to school programming.

Standards and Procedures:

This policy applies to volunteers involved in both school-based and off-site activities and to volunteers using private vehicles.

1. A volunteer is defined as any adult or resource person who agrees to undertake, without pay, a designated task which supports a classroom, school or a system wide program.
2. The Administrator shall ensure that any volunteer in a position of authority over a student provides written consent for an RCMP criminal record check
3. The Administrator may, at any time, require that a criminal reference check be done prior to a volunteer being involved in a school activity. The Administrator is not required to give reasons for this requirement.
4. Upon receiving the results of a criminal reference check the Administrator shall determine whether the results of any criminal offences are of such a nature as to defer inviting a volunteer to participate in a school function.
5. It is the responsibility of the Administrator to ensure that all

volunteers:

- (i) Have the experience and qualifications appropriate for the activity.
- (ii) Have signed and submitted an approved *Volunteer Registration Form* where one is deemed by the Administrator to be required. (Appendix 1)
- (iii) Have signed and submitted an approved *Use of Private Vehicle For Transporting Students* form where required. (Appendix 2).
- (iv) Are fully informed that they are expected to exhibit positive behavior and to act as an appropriate role model.
- (v) Are aware of the school code of conduct.
- (vi) Are aware of the planned schedule or itinerary.
- (vii) Have provided a file copy that provides a demonstrated record of any required level of certification that is required of them to carry out their responsibilities as a volunteer. (i.e. drivers license, PAL, First Aid)
- (viii) Are committed to fulfill their duties as supervisors for the duration of the activity including evenings and weekends.
- (ix) Understand the need to dress appropriately to reflect the type of activity they are participating in.
- (x) Attend volunteer planning meetings as required.
- (xi) In the case of field trips, all requirements of insurance for volunteers have been complied with and that copies of drivers licenses and vehicle registration and insurance are on file in the Trip Documentation Files.

Transportation

1. All volunteers being used to transport students must provide to the Administrator a copy, for each school year:
 - i. Copies of a valid driver's license.
 - ii. Copies of vehicle registration;
 - iii. Proof of insurance coverage of at least one million dollars in liability coverage for both the driver and the vehicle.
 - iv. A drivers abstract when requested.
2. Under no circumstances are student driven vehicles, including snow machines and power boats, to be used to transport students on off-site field trips.

Insurance:

The provisions of the Yukon Workers' Compensation Act apply to volunteers for any injuries they sustain while participating as a volunteer for the Yukon Government.