



3110: School Volunteers (A/P)

Approved: 03 03 11
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Issued under the authority of the Superintendent in accordance with Board Policy – Role of the Superintendent.

BACKGROUND

Pacific Rim School District values the contribution of volunteers in supporting student learning and school activities. Volunteers enhance educational opportunities and strengthen connections between schools and the broader community.

Pacific Rim School District is committed to maintaining safe, secure, and well-supervised learning environments. Volunteers support school programs under the direction of District employees and do not replace or displace staff.

This Administrative Procedure establishes consistent requirements for the recruitment, screening, supervision, conduct, and risk management of volunteers.

1.0 GENERAL PRINCIPLES

1.1 Volunteers supplement and support school programs but do not assume responsibility for instructional, or program decision-making.

1.2 The Board retains responsibility and authority for all school programs and school-sponsored activities through its employees.

1.3 Volunteers shall:

- Work under the supervision of a designated staff member
- Follow all school and District expectations
- Maintain confidentiality
- Not access student records
- Not displace employees

2.0 CRIMINAL RECORD CHECK REQUIREMENT

2.1 All adult volunteers must complete a Criminal Record Check (CRC) through the Criminal Records Review Program prior to commencing volunteer service.

2.2 A volunteer may not begin service until CRC clearance has been received and reviewed.

2.3 CRC renewals shall occur in accordance with provincial requirements or District direction.



2.4 Where a CRC identifies a concern, the Superintendent or designate shall determine suitability for volunteer service.

2.5 The requirement for a CRC applies regardless of:

- Level of supervision
- Duration of activity
- Frequency of involvement

3.0 RECRUITMENT AND SCREENING

3.1 Recruitment, screening, and assignment of volunteers is the responsibility of the school principal or designate.

3.2 Volunteers shall:

- Complete a Volunteer Application Form
- Provide references where required
- Participate in an interview where deemed appropriate

3.3 Screening decisions shall consider:

- Nature of the volunteer role
- Degree of student contact
- Level of supervision
- Skills, experience, and suitability

3.4 Documentation of screening shall be maintained at the school and provided to the District Office upon request. District forms (Form 6100-12, Form 6100-13, Form 6100-15, and Form 6100-16), available on the Staff Portal, support this process.

3.5 The principal may decline or terminate volunteer service at their discretion.

4.0 ORIENTATION AND SUPERVISION

4.1 Volunteers shall receive orientation appropriate to their role, which may include:

- School Code of Conduct
- Confidentiality expectations
- Emergency procedures
- Sign-in and visitor protocols
- Accident and incident reporting
- Safety procedures



4.2 Volunteers are visitors and must report to the school office upon arrival unless otherwise directed.

4.3 A designated staff member is responsible for:

- Providing direction and supervision
- Ensuring student safety
- Monitoring volunteer activities

4.4 Volunteers shall not be left in sole supervisory charge of students unless expressly authorized by the principal and consistent with District procedures.

5.0 CONFIDENTIALITY AND PRIVACY

5.1 Volunteers must maintain strict confidentiality regarding:

- Student information
- Student behaviour
- Staff matters
- School operations

5.2 Volunteers shall not access student records.

5.3 Questions or concerns must be directed to the supervising staff member or school administration.

6.0 STUDENT SAFETY CONSIDERATIONS

6.1 Where a volunteer works directly with a student who has a known medical condition that could result in an emergency, appropriate information shall be shared with consent.

6.2 Where a volunteer may be exposed to foreseeable behavioural risk, assignments shall be structured to ensure safety.

7.0 COMMUNITY COACHES

7.1 A community coach is a volunteer who is not an employee of Pacific Rim School District and provides coaching services to a school team.

7.2 Community coaches must:

- Complete a Criminal Record Check
- Have a designated Educator-in-Charge



- Comply with BC School Sports Association guidelines
- Demonstrate appropriate qualifications and training

7.3 The Educator-in-Charge retains overall responsibility for the program and must:

- Be in the building during practices
- Be present at games, tournaments, and travel events
- Ensure supervision aligns with District field trip and student supervision procedures

7.4 Community coaches do not assume the role of Educator-in-Charge for field trips or travel activities.

8.0 CONDUCT

8.1 Volunteers shall:

- Demonstrate respectful and professional conduct
- Follow District and school expectations
- Model appropriate behaviour
- Refrain from administering discipline beyond staff direction

8.2 Complaints regarding volunteers shall be addressed by the principal or designate.

9.0 LIABILITY AND INSURANCE

9.1 Volunteers are covered by District liability insurance when acting within the scope of their assigned duties.

9.2 Claims against volunteers are governed by section 91 of the School Act.

9.3 Any incident that may give rise to a claim must be reported immediately to school administration.

9.4 Volunteers serve without expectation of compensation. In limited circumstances, and consistent with District and cultural protocols, a modest token of appreciation may be provided at the District's discretion.



FORMS AND DOCUMENTATION

(Available on the SD70 Staff Portal — staff access only)

- Volunteer Screening (Form 6100-12)
- Volunteer Health/Medical Form for Higher Care Off-Site Activities/Travel Excursions (Form 6100-13)
- Volunteer Application for Higher Care Off-Site Activities/Travel Excursions (Form 6100-15)
- Volunteer Consent and Acknowledgement of Risk for Higher Care Off-Site Activities/Travel Excursions (Form 6100-16)

RESOURCES AND REFERENCES

- Policy XXX Off-site Experience / Field Trips
- Policy 320 Conveyance of Students
- Policy 410 Criminal Record Review
- Policy XXX: Administration of Medication and Student Health Support
- Policy XXX: Anaphylaxis
- AP XXXX Conveyance of Students
- AP 3110 School Volunteers
- AP 3200 School Bus Transportation for Extra-Curricular Activities
- AP XXXX Administration of Medication and Student Health Support
- AP XXXX: Anaphylaxis
- AP XXXX: Criminal Record Review
- YouthSafe Outdoors: Safety First! Guidelines for BC School Off-site Experiences