



File IGE

### **SCHOOL VOLUNTEERS**

The Board recognizes that volunteers make many valuable contributions to the students and staff of the Portage la Prairie School Division.

An important responsibility of the Board is to take reasonable steps to ensure the safety and well being of all students. Therefore, background checks will be required in circumstances where volunteers work with students independent of staff supervision. These situations may include:

- a) coaching;
- b) assisting students in an isolated location without direct staff supervision;
- c) supervising students on extended field trips or;
- d) other situations outside of the immediate supervision of staff.

Background checks may include:

- a) provincial child abuse registry check (GAB);
- b) criminal record check (GAB);
- c) whether the volunteer holds a valid driver's license;
- d) reference check.

The completion of the Pledge of Confidentiality may also be required. (GBO)

The school administrator is responsible for conducting checks. All information will be kept confidential and on file at the school.

Some typical duties performed by school volunteers are as follows:

- Assist the Teacher in making charts, graphs, and other teaching aids.
- Assist the Teacher in large group activities.
- Work with small groups or individual children (e.g. listen to reading, drill, etc.)
- Read stories to small groups of children or individuals.
- Contribute to enrichment activities by utilizing special talents and abilities (e.g. art, music, etc.).
- Assist the Teacher in supervision on educational outings and short trips.
- Assist children upon arrival and in preparation for dismissal.
- Assist the teacher in classroom "housekeeping" (i.e. bulletin boards, blackboard, etc.)
- File the catalogue materials.
- Assist with playground activities.
- Assist with halls, lunch rooms, and classroom supervision.
- Other related duties that may arise from time to time, as requested by the Principal.

[M.R. 23/2000]