

POLICIES, GUIDELINES AND PROCEDURES

SUBJECT	N.E.P.N. CODE
SCHOOL VOLUNTEERS	IJOC

I. POLICY

The Louis Riel School Division (Division) recognizes that volunteers bring unique expertise and insight that enrich learning opportunities for students.

Consistent with its statutory obligation to provide a safe and caring school environment that fosters and maintains respectful and responsible behaviours (The Public Schools Act, Section 41(1)(b.1)), the Division has a duty to ensure that any individual who aspires to work with students on a voluntary basis:

- possesses the skills and knowledge necessary to ensure student safety;
- does not present a foreseeable risk to students;
- is not listed on the Child Abuse Registry; and
- is free of pertinent criminal charges.

Accordingly, the **GUIDELINES** and **PROCEDURES** below shall govern volunteers in any school setting.

II. GUIDELINES

- A. A “volunteer” refers to any person, other than an employee, who offers their services freely to support students and staff in any school setting.
- B. The recruitment, selection, training and recognition of volunteers shall be the responsibility of the Principal (or designate).
- C. Understanding the need for a judicious balance between the rights and privacy of volunteers and protecting students, the Division will request of any individual aspiring to volunteer in a school setting a check of the Provincial Child Abuse Registry and a Criminal Record Check, except as noted in **PROCEDURE B**.
- D. Volunteers occupy a position of trust and must:
 1. fulfil all legislated responsibilities;
 2. comply with all divisional policies and expectations;
 3. be aware of the school code of conduct; and
 4. follow direction given by the Principal (or designate).

Adopted:	March 2, 2004	Legal References: The Public Schools Act , Sections 41(1)(b.1); 47.1.(3)(b)(i); 48(1)(s); Persons Having Care and Charge of Pupils Regulation (M.R. 23/2000)
Revised:	February 5, 2019; June 2, 2026	

III. PROCEDURES

- A. All volunteers must be approved by the Principal and must be supervised directly by the Principal or a teacher designated by the Principal, as per the [Persons Having Care and Charge of Pupils Regulation](#) (M.R. 23/2000). Direct supervision need not necessarily involve co-attendance by a principal/teacher and the volunteer as per [The Public Schools Act](#) 91(2).
- B. A volunteer working independently or regularly with students in any setting will:
 - 1. authorize the Division to reference the Provincial Child Abuse Registry or provide to the Division the results of a Child Abuse Registry Check current to within six (6) months (note that volunteer Child Abuse Registry Checks are exempt from fees under subsection 11.1(2) of the [Child and Family Services Regulation](#) (M.R. 16/99); therefore, Child Abuse Registry checks are available at no cost to prospective volunteers); this process must be completed annually;
 - 2. be required to complete a Criminal Record Check with Vulnerable Sector Screening, with the cost paid by the Division or provide to the Division the results of a Criminal Record Check with Vulnerable Sector Screening current to within six (6) months; this process must be completed every two years; and
 - 3. be required to complete Respect in School and/or Respect in Sport training and provide proof of certification to the Principal.

Volunteers under the age of 18 are exempted from requirements 1-3 above.

Volunteers working in the presence of school staff and for a short duration may, at the discretion of the School Principal, be exempted from requirements 1-3 above.

- C. Prior to authorizing the volunteer to begin providing services, the Principal must:
 - 1. receive and review the results of the Criminal Record Check, Child Abuse Registry Check, and Respect in School/Sport certification;
 - 2. consult with the Superintendent of Schools (or designate) where results of the Criminal Record Check or Child Abuse Registry Check raise concern;
 - 3. ensure the aspiring volunteer possesses the necessary skills to ensure student safety and skill development (e.g., in the case of volunteer coaches: relevant playing experience, knowledge of the game, coaching qualification, if applicable); and
 - 4. provide orientation (or arrange for orientation to be provided) to the volunteer, including a review of this **POLICY** and the [Responsibilities of School Volunteers Administrative Protocol](#).
- D. The Principal will submit the results of the Criminal Records Check and Child Abuse Registry Check, and Respect in School/Sport certification to Staff Services.
- E. The School Principal may request renewal of the Criminal Record Check and/or Child Abuse Registry Check at any time, at the Division's expense.
- F. Volunteers must adhere to the Responsibilities of School Volunteers Administrative Protocol.
- G. Should a concern arise regarding the conduct of a volunteer, the steps of the [LRSD Protocol for the Resolution of Concerns](#) must be followed.
- H. The School Principal has the authority to discontinue a volunteer's service at any time.

Adopted:	March 2, 2004	Legal References: The Public Schools Act , Sections 41(1)(b.1); 47.1.(3)(b)(i); 48(1)(s); Persons Having Care and Charge of Pupils Regulation (M.R. 23/2000)
Revised:	February 5, 2019; June 2, 2026	

Required Documents:

- [Child Abuse Registry Guidelines](#)
- [Criminal Record Check Guidelines](#)
- [Child Abuse Registry Application](#)

Adopted:	March 2, 2004	Legal References: The Public Schools Act , Sections 41(1)(b.1); 47.1.(3)(b)(i); 48(1)(s); Persons Having Care and Charge of Pupils Regulation (M.R. 23/2000)
Revised:	February 5, 2019; June 2, 2026	