



Expectations for Volunteers

The Annapolis Valley Regional Centre for Education values the involvement of family and community members as registered volunteers in schools, and it is viewed as important in cultivating community and school relationships. Volunteer participation is encouraged when, in the opinion of the school principal, this support will enhance programs and services for students. To promote a positive, respectful, and courteous relationship among the school administration, staff, parents/guardians, students, and volunteers it is essential that the role, responsibilities, and expectations for volunteers are clearly defined and communicated. The Annapolis Valley Regional Centre for Education believes that, for the protection of students, all volunteers must comply with the **Nova Scotia Volunteer Background Check Policy (available at www.avrce.ca)**.

Please review the following guidelines which outline some general responsibilities. Your specific responsibilities will be defined by the Principal or their designate.

1. Volunteers can assist greatly in enhancing student learning and broadening the programs offered by the school. It is critical that all school staff and volunteers work positively, cooperatively and professionally.
2. Volunteers are expected to communicate regularly with the relevant administrator or staff member. Volunteers are expected to take questions, concerns, and suggestions to the relevant administrator or staff member.
3. The school staff fulfills specific roles and is responsible for student learning and discipline. Volunteers are required to refer problems with student behaviour to the relevant administrator or staff member.
4. Volunteers are expected to respect the privacy of the students and are required to maintain confidentiality.
5. Volunteers have a duty to abide with Annapolis Valley Regional Centre for Education policies and procedures specifically regarding the **Provincial School Code of Conduct Policy (available at avrce.ca)**.
6. All volunteers are to sign in at the school office upon arrival and wear an access badge while at the school. This badge must be returned to the office at the end of each visit and the volunteer is to sign out prior to departure.
7. Volunteers must provide a completed "Child Abuse Register - Request of Search" approval letter and a Criminal Records Check, including Vulnerable Sector Check, within 6 months of date of issue, prior to commencement. These screening tools must be updated every 3 years.
8. It is the responsibility of any Annapolis Valley Regional Centre for Education volunteer, after having completed the screening process, to contact the Principal or the Director of Human Resources should they be subject to an investigation or conviction under the Criminal Code of Canada.

The Annapolis Valley Regional Centre for Education
appreciates the services of all its Volunteers!