

**ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD  
POLICIES AND PROCEDURES  
SECTION D: STAFF AND VOLUNTEERS**

<b>VOLUNTEERS</b>	<b>PROCEDURE</b>
<b>EFFECTIVE:</b> 2000 12 01 / 2004 09 01 / 2013 03 05	

**ADMINISTRATIVE PROCEDURES:**

**1.0 Responsibility**

1.1 The Volunteer shall:

- a) provide needed assistance for excursions and on special interest days
- b) assist the teacher with activities that would not be possible without assistance
- c) provide specific assistance to children (one-on-one and small group)
- d) celebrate and show personal interest in each child's achievements
- e) work with, and under the direct supervision of, the teacher or principal
- f) be a valued role model: appropriate manner; language; dress; courteous, respectful conduct
- g) follow and demonstrate understanding of classroom, school, Board policies and procedures

1.2 The Teacher shall:

- a) be responsible for the evaluation of students and programs
- b) make all decisions regarding determination of student strengths and weaknesses, the suitability of specific programming based on student need, and the evaluation of programs
- c) be responsible for classroom discipline. Behaviour, including limits and consequences in each classroom, is the responsibility of the teacher, in consultation with the principal and the child's parents.
- d) deal with illness or injury
- e) provide volunteers with a clear understanding of tasks
- f) supervise volunteers working within their classrooms

1.3 The Principal shall:

- a) determine volunteering needs in the school
- b) recruit, select and screen volunteers (*see Recruitment, Selection and Screening*)
- c) promote and maintain a positive partnership with volunteers
- d) develop and supervise the implementation of a tracking system indicating those volunteers in the school on a daily basis (i.e., Volunteer sign in book and identification badge)
- e) provide and ensure the utilization of volunteer identification badges for all volunteers.
- f) monitor and support the volunteer involvement in the school (i.e., deal with volunteer concerns, ensure volunteer supervision, assist with communication of school and Board policy where appropriate)
- g) consider the well-being of both the child and the teaching staff when determining the appropriateness of volunteer placements
- h) place and remove, when necessary, volunteers within the school

# ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD

## POLICIES AND PROCEDURES

### SECTION D: STAFF AND VOLUNTEERS

#### 2.0 Expectations

##### 2.1 Expectations of Volunteers in the Schools

- a) to share individual talents and skills
- b) to provide valuable community resources, skills and personnel
- c) to provide respected, positive, cross-generational role models for children
- d) to further promote positive interaction between the school, the community and the Parish
- e) to offer valuable experiences and career opportunities beyond those provided by the school and the parent
- f) to promote partnerships for the benefit of the children
- g) to enhance public awareness of the realities of daily school life, and to promote understanding of current teaching practices and school initiatives
- h) to have an opportunity to experience the personal satisfaction derived from providing a beneficial service to our children

##### 2.2 Volunteer Communication

It is very important to establish and maintain open communication between volunteers and school staff. Volunteers should never hesitate to talk to the teacher or principal if they feel that a situation warrants discussion of a specific problem.

*Concerns Regarding Classroom or School:* should be discussed openly with the teacher or principal, in a professionally appropriate manner; for example:

- a) after school in a previously requested one-to-one conversation with the teacher or principal (not in front of children or other adults)
- b) in an appropriate setting (i.e., The school office or classroom rather than the corridor)

*Confidentiality:* As volunteers, a professional attitude regarding confidentiality of information pertaining to pupils, teachers and the school must be maintained. All volunteers requiring a Criminal Background Check (See page 6 of 12) will be asked by the school principal to sign a statement of confidentiality to further enhance understanding of the need for discretion in this area.

*Reporting to Teaching Staff:*

It is imperative that the following be reported to teachers or the principal:

- behaviour difficulties that arise
- student illness or injury
- concerns regarding student welfare

*Any serious concerns should be reported. A volunteer is not expected to remedy major difficulties.*

##### 2.3 School Communication

Volunteers who assist in the school on a weekly basis shall be made aware of the following:

- a) The school has an obligation to provide volunteers with information regarding the daily routine, schedules, pertinent health and safety information (i.e., Fire escape routes), and school and Board policies where applicable.

# ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD

## POLICIES AND PROCEDURES

### SECTION D: STAFF AND VOLUNTEERS

- b) A volunteer working under the direction of a school principal and working on a school sponsored activity is covered by the Board liability insurance while working within the scope of their duties.
- c) Whenever possible, the volunteer should be made aware of potential difficulties that may arise in working with certain children (i.e., Children in crisis or with emotional problems and those who use epi-pens and inhalers, etc.)
- d) For the protection of both the children and the volunteer, the school also has an obligation to increase the volunteer's awareness of abuse situations and how to prevent any misinterpretation:
  - i. Take care that their actions and motivations cannot be misinterpreted
  - ii. Exercise good judgement (i.e., Do not involve a child in conversation, behaviour, activity or setting that could be interpreted as inappropriate)
  - iii. Abide by Board and school policies (particularly on overnight excursions)
  - iv. Avoid time spent alone with a child in solitary settings
- e) Volunteers should be aware that it is the legal responsibility of every Ontario resident to report any case of suspected child abuse to the Children's Aid Society (CAS). Volunteers must also ensure that any suspicion of child abuse is communicated to the teacher or the principal. The Board procedure for reporting suspected abuse will then be followed.
- f) All computers of the St. Clair Catholic District School Board are to be used in a morally responsible and legal manner.
- g) Parking in the Board or school parking lots, or anywhere on Board property, will be at the owner's own risk. The Board will not replace personal items left in school buildings, missing, stolen, damaged or destroyed, unless covered through its insurance policies.
- h) The St. Clair Catholic District School Board prohibits on school property the use of tobacco and alcohol and any activity which is against the moral tone of the school.

#### 2.4 Screening Guidelines for Administrators and Supervisors

The purpose of volunteer screening is to ensure, to the best of our knowledge, that volunteers working with children for extended periods of time are of sound mind and good character. The screening process will be conducted by the Principal or his/her designate.

The following volunteers will require a Vulnerable Sector Criminal Background Check (C.B.C.) and must undergo the formal screening process:

- a) volunteers who assist in the school on a weekly basis
- b) supervisors on overnight excursions
- c) students on practicum assignments from university and college programs, including co-op programs
- d) non-parent, non-guardian volunteers not known to the school community
- e) regular drivers of children
- f) others, as deemed necessary by the principal

#### ***Steps for the Screening Process***

- 2.4.1 If the principal is aware of any of the following, they should **NOT** proceed to Step 2:

# ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD

## POLICIES AND PROCEDURES

### SECTION D: STAFF AND VOLUNTEERS

- a) emotional instability or history of emotional problems (i.e. abused in the past)
  - b) drug or alcohol abuse
  - c) police involvement or history of criminal activity
  - d) unreliability
  - e) inability (or reluctance) to follow School/Board policy and work co-operatively with staff
  - f) negative community experience (i.e., in parish, as a coach)
- 2.4.2 The volunteer will be directed to have a Vulnerable Sector Criminal Background Check (CBC) completed and on file at the school prior to commencing their duties. If the CBC indicates that the candidate has a serious criminal record or a past offence that in any way calls into question their suitability for work with children, they will not be involved in the school as a volunteer. In such cases, the principal should contact the Manager of Human Resource Services for adjudication.
- 2.4.3 In addition to the C.B.C. the volunteer must sign the following forms, to complete the formal screening process:
- a) the Volunteer Interview Form (Appendix A)
  - b) the Volunteer Agreement (Appendix B)
  - c) after the first year of volunteer service, the volunteer shall complete an Annual Offence Declaration (Appendix C)

#### 3.0 Additional Information

- 3.1 The St. Clair Catholic District School Board is committed to the principles of equity and inclusive education, consistent with our Catholic teachings, which value and promote human rights and social justice in all Board policies, programs, guidelines, operations and practices.

#### Definitions:

**Volunteer** – While the St. Clair Catholic District Board recognizes and celebrates the contributions of all volunteers, including those who carry out a myriad of tasks for teachers in their own homes, this policy applies specifically to volunteers working directly at the school.

**Vulnerable Person** – In reference to the term vulnerable with regard to the Criminal Background Check, the definition is as follows:

“Vulnerable persons” means persons who, because of their age, a disability or other circumstances, whether temporary or permanent are:

- a) in a position of dependence on others; or
- b) otherwise at a greater risk than the general population of being harmed by persons in a position of authority or trust relative to them.



**ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD  
POLICIES AND PROCEDURES  
SECTION D: STAFF AND VOLUNTEERS**



**APPENDIX B**

**VOLUNTEER AGREEMENT**

1. I have been provided with an orientation pamphlet about volunteering and I agree to act in accordance with the norms and expectations of the school and the Board.
2. I agree to follow directions provided by the principal and/or teacher regarding my assigned volunteering duties at the school.
3. I have been informed of procedures to follow in the event of an emergency, and will act in accordance with those procedures.
4. I agree to respect and act in accordance with Board policy and procedures as outlined in the school handbook.
5. I understand that it is the legal responsibility of every Ontario resident to report any case of suspected child abuse to the Children's Aid Society (C.A.S.) As a volunteer, I will also ensure that any suspicion of child abuse is communicated to the teacher or principal. The Board procedure for reporting suspected abuse will then be followed.
6. I agree to have my name and telephone number on file at the school.
7. I understand that the Board's liability insurance applies only with respect to the duties assigned by the Principal.
8. Whatever occurs in the classroom with regard to the program, teacher or students shall be considered in a confidential and non-judgemental manner. No item of a critical or personal nature shall be discussed in the school or in the community. Discussion about such school matters should occur only with the teacher(s) and the Principal. I also understand that such a breach will result in my dismissal as a volunteer.

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Address

\_\_\_\_\_  
Name of School

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date

*Personal information on this form is collected under the authority of the Education Act and will be used for administrative purposes as determined in the Volunteer Policy and will be kept in a secure file at the school.*

