



Volunteers

Date: 2000 12 01 / 2004 09 01 / 2013 03 05 / 2023 06 20

Administrative Procedures

1. Responsibilities

1.1 The Volunteer will:

- a) Perform assigned duties as directed by the Principal or designate.
- b) Comply with all Board requirements regarding vulnerable sector screening, offence declarations and confidentiality.
- c) Maintain confidentiality of all information pertaining to staff and students.
- d) Demonstrate a clear understanding of their activities, duties, responsibilities, rights and the parameters of their involvement.
- e) Understand that volunteers will neither be responsible for discipline or evaluation of students nor for the identification or diagnosis of students' learning strengths or difficulties.
- f) Inform the Principal and/or teacher if experiencing difficulty or concerns in carrying out assigned duties.
- g) Ensure that views expressed support the mission and vision of the Board.
- h) Participate in any training or orientation sessions offered to volunteers in the school that would assist them in their role.
- i) Become familiar with and comply with all appropriate and applicable classroom, school, and Board policies and procedures.

1.2 School Staff will:

- a) Welcome volunteers as a support to the school and staff.
- b) Understand that volunteers do not assume any responsibility for the diagnosis of learning strengths or difficulties, the assignment of program, or the assessment and evaluation of student progress.
- c) Understand that volunteers do not assume the responsibility for classroom discipline.
- d) Bring to the Principal's attention any difficulties with the work or behaviour of a volunteer in the school.
- e) Provide volunteers with a clear understanding of tasks.
- f) Supervise volunteers working within their classrooms.

1.3 The Principal will:



- 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) Maintain ongoing communications with volunteers.
- e) Approve and clarify the tasks and assignments of volunteers.
- f) Provide training and orientation of volunteers.
- g) 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).
- h) Provide and ensure the utilization of volunteer identification badges for all volunteers.
- i) 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).
- j) Consider the well-being of both the child and the teaching staff when determining the appropriateness of volunteer placements.
- k) Place and remove, when necessary, volunteers within the school.
- l) Keep on file in a secure location all forms signed by volunteers for the current school year.

2. Expectations

Determining Volunteering Needs

- 2.1 Principals should consult with the school staff and the school Catholic Community Council to determine needs, equitable access to the opportunity to volunteer, and tasks/assignments which could be supported with a volunteer.

Recruitment, Selection and Screening

- 2.2 The recruitment, selection and screening process is aimed at filling the needs of the school.

2.3 Recruitment

- 2.3.1 Inform the community of volunteer opportunities through a variety of means, including, but not limited to:

- Newsletters;
- School Website;
- School Catholic Community Council Meetings;
- Meet the Teacher Night/Curriculum Evenings; and
- Surveys

2.4 Selection



- 2.4.1 In selecting a volunteer who performs duties on a regular basis, Principals will encourage volunteer participation from a wide representation of the community.
- 2.4.2 The Principal should, in consultation with staff inviting volunteers, determine the best placement for the volunteer.
- 2.5 **Screening**
- 2.5.1 The depth and degree of screening by the Principal will be dependent upon the volunteering activity, the extent of interaction with and responsibility for students, and the degree of direct supervision of the volunteer.
- 2.5.2 New volunteer applicants must be interviewed by the Principal. This may be an informal process for candidates who are well known to the school.
- 2.5.3 When parents/guardians or grandparents wish to volunteer in their home school, the Principal, in consultation with staff, should screen and approve the volunteer candidate. The knowledge that teachers and other staff members have about prospective volunteers should be considered.
- 2.5.4 Volunteers from the community who are not parents/guardians or grandparents of students attending the school, should provide two references which will be checked by the Principal.
- 2.5.5 The following volunteers will be required to submit a Vulnerable Sector Check and must undergo the formal screening process:
- a) Volunteers who have direct and regular contact with students;
 - 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) Others, as deemed necessary by the Principal.
- 2.5.6 Volunteers will be directed to have a Vulnerable Sector Check completed and on file at the school prior to commencing their duties.
- 2.5.7 Volunteers who have previously submitted a Vulnerable Sector Check are required to complete an annual Offence Declaration (Appendix D).
- 2.5.8 Volunteers 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) the Volunteer Confidentiality Agreement (Appendix C)
- 2.5.9 The Principal and/or designate retains the authority to accept or decline any volunteer's offer of service.



2.6 Training and Orientation

- 2.6.1 All volunteers need to be properly welcomed and provided with essential basic information. A tour of the school, introduction to staff and orientation workshop is essential. The orientation workshop should include information regarding the daily routine, schedules, pertinent health and safety information (e.g. fire escape routes), and any pertinent information from school and Board policies.
- 2.6.2 Volunteers must follow sign in procedures and wear visitor badges at all times.
- 2.6.3 Every volunteer must demonstrate a clear understanding of their activities, duties, responsibilities, rights and the parameters of their involvement.
- 2.6.4 Volunteers should demonstrate a clear understanding of the procedures to be followed if they encounter any difficulties with students.
- 2.6.5 Volunteers shall be made aware of health and safety issues, legal liability, and procedures to report abuse.

2.7 Monitor

- 2.7.1 The Principal is ultimately responsible for the actions and activities of any volunteer within the school.
- 2.7.2 It is essential to monitor the activities of individual volunteers and to provide them with feedback as necessary.
- 2.7.3 The Principal will determine whether a change in volunteer assignment or the decision to terminate volunteer activity is necessary.
- 2.7.4 The performance of volunteers should be reviewed as determined by the Principal.

2.8 Recognition of Volunteers

- 2.8.1 The efforts of all volunteers should be recognized. Volunteers are giving of their time, energy, skills and resources.
- 2.8.2 The type of recognition may vary from school to school. Some suggestions for acknowledgment are:
- Acknowledging contributions through the school newsletter;
 - Annual school recognition assembly, event, luncheon, etc.; and
 - Invitation to special school events.

3. 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 – an individual approved by a Supervisory Officer, Principal or Manager who provides regular services without remuneration and agrees to undertake a designated task that is compliant with current legislative requirements and collective agreements. Volunteers may support a classroom, school, or system-wide initiatives.

Vulnerable Sector Check – is a Criminal Background Check designed to ensure individuals in a position of trust or authority over vulnerable populations through employment or volunteer work do not have a criminal history, or any other history which may indicate that they may pose a threat to vulnerable populations. It is a collection of offence information, including convictions, outstanding warrants, charges and judicial orders available from a local police agency's records management system and other systems/records where authorized. This check will include sexual offence convictions for which the individual has received a record suspension where authorized by the Minister of Public Safety and Emergency Preparedness.

Offence Declaration – means, in respect of a Board, a written or electronic declaration signed by an individual listing all of the individual's convictions for offences under the Criminal Records Act (Canada) up to the day of the declaration:

- a) that are not included in a Criminal Background Check collected by the Ontario College of Teachers
- b) that were not included in the last Criminal Background Check collected by the Board
- c) for which a pardon under Section 4.1 of the Criminal Records Act (Canada) has not been issued or granted.

Appendix A

VOLUNTEER INTERVIEW FORM

Personal information on this form is collected under the Education Act and will be used for administrative purposes as determined in the Volunteer Policy, and will be retained for the current school year.

_____ *Candidate's Name* _____ *Date of Interview* _____ *Interviewer*

1. Why are you interested in being a volunteer at _____ School?

2. What work, volunteer or personal experiences do you have that would enable you to be an effective volunteer in our school?

3. Please comment on your areas of interest and expertise.

4. Are you aware of anything that will come to light in your Vulnerable Sector Criminal Background Check that would deem you to be unsuitable to work with children?

5. Do you have any other information or health concerns you feel we should be aware of for your personal safety or well being? (i.e., epi-pen, allergies, medic alert, etc.)

6. Other.

7. Do you have any questions?

Summary Comments:

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 agree to report all accidents and/or injuries to the principal and/or teacher as soon as possible. I understand that the Board's General Liability Insurance extends coverage to volunteers while they are acting within the scope of their duties on behalf of the Board. I understand that the Board does not carry medical or Workplace Safety Insurance Board (WSIB) coverage for volunteers.
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 teachers) and the Principal. I also understand that such a breach will result in my dismissal as a volunteer.
9. I agree to align my volunteering with the Board's belief that within the Catholic educational community, excellence in education is founded on respect for the dignity and humanity of all individuals and the development of human potential, enabling individuals and groups to participate and contribute fully within a diverse society.

Signature of Volunteer

Address

Phone Number

Signature of Principal

Name of School

Date

Appendix C

CONFIDENTIALITY AGREEMENT

Pursuant to the Municipal Freedom of Information and Protection of Privacy Act, volunteers with the St. Clair Catholic District School Board will at all times uphold complete confidentiality.

The St. Clair Catholic District School Board regards security and confidentiality of data and information to be of utmost importance.

I understand that as a volunteer at _____, ALL student and staff information is confidential. I agree not to access, review, disclose or use confidential student or staff information without specific authorization from a school administrator.

I also understand that even when I am no longer a volunteer with _____ School, any confidential information I have learned must continue to be kept confidential.

I understand that any breach of these confidentiality requirements will result in my immediate termination as a volunteer and may result in legal action.

I understand that I must comply with all St. Clair Catholic District School Board policies and school rules applicable to school staff as well as all directions from school administrators and staff while serving as a volunteer.

I understand that my position as a volunteer will not be used to grant special privileges to any person or group, and I will avoid all other conflicts of interest which may arise from my position as a volunteer.

I further understand that my authorization to serve as a volunteer may be terminated at the discretion of the Superintendent and school Principal at any time if they determine it is in the best interests of the school or the students.

Volunteer's Name (Please Print): _____

Signature of Volunteer: _____

Date: _____

Name of School: _____

Appendix D



Offence Declaration

Print Form

Instructions: Complete form, sign, and submit to **Human Resource Services**.

Employee Name:	<input type="text"/>
Date of Birth (mm/dd/yyyy):	<input type="text"/>
Position:	<input type="text"/>
Employee No.:	<input type="text"/>

I DECLARE, since the last Criminal Background Check collected by this Board or the Ontario College of Teachers, as the case may be, or since the last Offence Declaration given by me to this Board, that:

I have **no** convictions under the *Criminal Code of Canada* up to and including the date of this declaration for which a pardon has not been issued or granted under the *Criminal Records Act (Canada)*.

OR

I have the following convictions for offences under the *Criminal Code of Canada* for which a pardon under the *Criminal Records Act (Canada)* has **not** been issued or granted.

List of Offences		
1.	a) Date:	<input type="text"/>
	b) Court Location:	<input type="text"/>
	c) Conviction:	<input type="text"/>
2.	a) Date:	<input type="text"/>
	b) Court Location:	<input type="text"/>
	c) Conviction:	<input type="text"/>
3.	a) Date:	<input type="text"/>
	b) Court Location:	<input type="text"/>
	c) Conviction:	<input type="text"/>

DATED at _____ this _____ day of _____ /20_____.

Signature _____