



Adopted: 1998-09-01  
Revised: 2002-06-04, 2011-05-03

## Policy IJOC

### VOLUNTEERS

The purpose of this Policy is to outline the role and responsibilities of school volunteers and to provide administrators and employees of the School Board with guidelines relative to school volunteers.

#### General Principles

In an effort to support instructional programs and extracurricular activities, the New Frontiers School Board recognizes the need for, and value of, school volunteers. Volunteers should be used to complement and assist regularly authorized personnel.

#### Definition & Role of the Volunteer

1. A volunteer is a person who works on an occasional or regular basis without compensation at a school or center to support the efforts of professional personnel. Such support may include:
  - a. Assistance to employees in providing more individualized and enriched instruction and additional services to students;
  - b. Assistance in building an understanding of school programs among interested citizens, thereby stimulating widespread involvement in a total educational process;
  - c. Strengthening school/community relations through positive participation in extracurricular activities or other programs.
2. A volunteer will work with students under the immediate supervision and direction of a School Board employee and under the direct control of the school principal or center director. The school principal or center director must ensure appropriate consultation and cooperation with staff when the work of volunteers influences the latter's primary function within the school.
3. Volunteers should be appropriately assigned to program areas which best utilize their talent, expertise and interest.
4. In addition to complying with policies, rules and regulations of the school/center and School Board, volunteers must respect the confidentiality of all partners in the school community.
5. The principal/center director or designate is responsible for the recruitment, supervision and evaluation of school volunteers.

#### Screening Process for all New Volunteers

Because the Board has an important responsibility to protect the interests of our students, all volunteers must be community members in good standing and possess an aptitude/intent for working with students and staff.

1. All new volunteers must complete a form authorizing the school board or its representatives to verify their criminal record. This verification must be undertaken and completed immediately if the position involves direct services to students or if the school board has reasonable grounds to believe that a candidate has been convicted of a criminal offence for which he has not been granted pardon.
  - a. This form shall be submitted to the Director of Human Resources where it will be treated in a sensitive and highly confidential manner.
2. The following criminal offences are considered to be incompatible with a position involving students or requiring presence in schools or centres (*Loi québécoise sur les centres de la petite enfance et infractions retenues en Ontario et en Colombie-Britannique*):
  - a. sexual offences
  - b. offences against a person
  - c. offences related to the trafficking, importation, exportation and production of drugs
  - d. offences related to terrorism
3. No positions will be granted to candidates who:
  - a. make a false declaration in their application;
  - b. decline to provide a certificate of good conduct as required by school board policy;
  - c. decline to authorize the verification of their criminal background record;
  - d. do not supply references deemed satisfactory;
  - e. have been found guilty of a criminal offence for which they have not been granted pardon and which is in relation to the position sought, therefore posing a threat to students and employees.

### **Orientation of Volunteers**

The principal or center director, in cooperation with staff members, will organize orientation sessions for volunteers during the course of the school year. These orientation sessions will adequately prepare volunteers to fulfill their roles in an appropriate manner. The principal/center director will review policies and procedures affecting volunteers as well as the role and responsibilities of volunteers. Principals and center directors are encouraged to provide written guidelines to volunteers.

### **Safety Measures**

In an effort to promote the safety of students, volunteers will be required upon recruitment to complete the "Volunteer Information" form described in Appendix A.

### **Insurance**

Volunteers working in the schools and centers of the School Board are covered under the Board's liability insurance policies (e.g. should a student sustain an injury while being supervised by a volunteer, the Board's liability insurance would protect the volunteer should legal proceedings be brought against him/her by parents or others).

### **Worker's Compensation**

A volunteer is covered by the terms of the "Act Respecting Industrial Accidents and Occupational Diseases" (CSST) provided that the form referred to above has been completed and a copy sent to the person designated responsible for the registration of volunteers at the Board Office. The school principal/center director will ensure that this form is completed and filed with the Board Office.



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Policy IJOC / Annex A

**VOLUNTEER INFORMATION FORM**

Personal Information	
Name:	
Address:	
Telephone No:	
Social Insurance # : <i>Required for C.S.S.T. coverage</i>	

Additional Information	
In case of emergency, person to be notified locally:	
Address:	
Telephone No:	

Optional Additional Information	
Physician's Name:	
Telephone No:	
Hospital Choice:	
Please list any health problems to facilitate emergency situations:	

*I recognize the important responsibility that all adults have when interacting with young people and I agree to respect community standards, to behave appropriately while carrying out my duties as a volunteer, and to follow the regulations and policies of the New Frontiers School Board (see reverse side of form).*

*I further agree to respect confidentiality of information which I may become aware of during the course of my duties as a volunteer.*

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

\_\_\_\_\_  
 Date

**For Office Use Only**

Volunteer's Assignment: \_\_\_\_\_  
 Room/Teacher \_\_\_\_\_

Estimated Volunteer Hours: \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
hours days/week #weeks Total Hours

\_\_\_\_\_  
 School

\_\_\_\_\_  
 Code

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