



<b>SECTION:</b>	<b>General School Administration</b>	<b>APPROVAL DATE:</b>
<b>SUBSECTION:</b>	<b>School Building Administration</b>	<b>March 6, 2000</b>
<b>POLICY NAME:</b>	<b>Volunteers in Schools</b>	<b>LAST REVISED:</b>
<b>POLICY NUMBER:</b>	<b>R.GSA.E.9</b>	<b>March 6, 2000</b>

1. DEFINITION OF A VOLUNTEER  
Volunteers are individuals who willingly contribute time and service to assist school communities, without remuneration.
2. VOLUNTEER RESPONSIBILITIES
  - 2.1 Volunteers shall function under the direction of the principal, with the supervision and support of designated staff members. Every volunteer will have a clearly identified teacher/supervisor who will be responsible for day-to-day consultation, support and direction.
  - 2.2 Volunteers carry out various supportive tasks, but are not to be assigned teaching, diagnostic, prescriptive or evaluative responsibilities.
  - 2.3 Volunteers must adhere to and support the Mission Statement and Governing Values of the Board.
  - 2.4 Volunteers are expected to maintain confidentiality in all situations.
  - 2.5 Volunteers serve as role models for the students and they are required to participate in all the orientation/training opportunities provided by the school. They should be aware of their responsibilities and limits, and seek clarification when necessary.
3. PRINCIPAL RESPONSIBILITIES  
The principal is responsible for:
  - 3.1 consulting with staff and school councils in order to determine the volunteering needs in the school.
  - 3.2 the recruitment, selection and screening of volunteers.
  - 3.3 providing guidelines and procedures to clearly identify the roles and responsibilities of teachers, students, support staff, parent and community volunteers, as appropriate.
  - 3.4 offering direction and guidance to volunteers, through training and orientation programs (e.g. issues related to liability, automobile insurance, and Workplace Safety and Insurance Board).
  - 3.5 the supervision and evaluation of volunteers, with the consultation of staff.
  - 3.6 the evaluation of the volunteer program.
  - 3.7 the recognition of the volunteers.
4. TEACHER RESPONSIBILITIES
  - 4.1 Teachers shall ensure that tasks assigned are meaningful and enhance the student's learning experience.
  - 4.2 Teachers shall ensure that the volunteer understands the terms and conditions relating to security and confidentiality of personal information.

- 4.3 Teachers will plan for the volunteer and inform the volunteer of the timetable/schedule and any other pertinent information required (e.g. emergency procedures)
- 4.4 Teachers will provide necessary orientation/training as required and will make the volunteer familiar with school policy and procedures.

5. GUIDELINES FOR PRINCIPALS:

- 5.1 Identifying the Volunteering Needs for the School
  - 5.1.1 Principals should confer with the school staff and the Catholic School Council to determine needs, priorities and tasks/assignments which could be supported with a volunteer program and develop a needs list. (See Appendix A: Sample Teacher Volunteer Survey)
  - 5.1.2 Principals should deal with any staff concerns about the volunteer program. Staff also need to be surveyed to examine their commitment and expertise in working with volunteers.
- 5.2 Recruitment, Selection and Screening
  - 5.2.1 The recruitment, selection and screening process is aimed at meeting the needs of the school while also meeting the needs of the volunteer.
  - 5.2.2 The Board and its employees have a high 'duty of care' under the Education Act. Though certain duties and responsibilities can be delegated to volunteers, board employees cannot remove themselves from their professional responsibilities.
  - 5.2.3 The contribution of time in screening, preparation, training, etc. of the volunteer should be in proportion to the time, extent and nature of involvement the volunteer will have with the students.
  - 5.2.4 Recruitment
    - a) Principals should invite parents/guardians to volunteer in their schools.
    - b) Recruitment surveys are an excellent method for informing the staff and the community about the various ways that volunteers can help in schools. (See Appendix B: Sample Volunteer Form)
  - 5.2.5 Selection
    - a) In choosing a volunteer, the following areas need to be considered:
      - i) skills, knowledge, values,
      - ii) past and background experiences,
      - iii) interview results and impressions,
      - iv) references
    - b) The principal, in discussion with the staff receiving the volunteer, should determine the best opportunity for the volunteer's placement.
  - 5.2.6 Screening
    - a) The extent and degree of screening by the principal and/or designate will be contingent upon the volunteer activity, the amount of interaction with and responsibility for students, and the proportion of direct supervision of the volunteer.
    - b) Volunteer applicants must be interviewed by the principal and/or designate. This can be an informal process for candidates who are well known to the school. A more formal interview protocol is recommended for new volunteer candidates. (See Appendix C: Sample Volunteer Interview Form)
    - c) When parents/guardians who wish to volunteer in their home school are well known within the school community the principal, in consultation with staff, should be able to screen and approve the volunteer candidates. The knowledge that teachers and other staff members have about prospective volunteers should be considered.
    - d) Volunteers who are non-parent, but community members, may require a higher level of screening which would require that the applicant provide a list of two references which will be checked by the principal. (See Appendix D1: Sample Reference Sheet and Appendix D2: Reference Check Sheet)

- e) If it is necessary for a volunteer to have direct contact with students under low or no direct supervision by the principal or another staff member (e.g. coaching an athletic team, overnight trips with students) the applicant must provide a recent Criminal Reference Check. (See Appendix E1: Sample Request for Police Records Check)
  - f) A volunteer contract should be signed by the volunteer and the principal. A formal contract may not be necessary for incidental volunteering e.g. a one day field trip.
  - g) The principal retains the authority to accept or decline any volunteer's offer of service.
- 5.3 Approving and Outlining the Assignment
- 5.3.1 The principal, when developing the needs list and when drafting the form to be used by volunteer applicants, must clearly define and describe the job description tasks and expectations for both the volunteer and the teacher/ supervisor of the volunteer.
  - 5.3.2 All volunteers must demonstrate a clear understanding of their activities, duties, responsibilities, rights and extent of their involvement.
  - 5.3.3 Volunteers should demonstrate a clear understanding of the procedures to be followed if they encounter any difficulties with students. Volunteers should be made aware of health and safety issues, legal liability, procedures to report abuse, and emergency procedures e.g. fire drill.
  - 5.3.4 Volunteers are covered by the Board's liability insurance while working within the scope of their duties for the Board. The insurance protects a volunteer who may be named in a law suit arising out of an injury to a student. Volunteers should be aware that there is no Workplace Safety and Insurance Board coverage that will respond to injuries to the volunteers (See Appendix I).
- 5.4 Training and Orientation
- 5.4.1 All volunteers need to be properly welcomed and provided with essential basic information.
  - 5.4.2 Principals will provide an information orientation package for the volunteer which may include:
    - a) expectations and role description of the task assignment
    - b) a copy of relevant and related school rules and routines i.e. student code of behaviour, emergency procedures, etc.
    - c) a review of procedures related to discipline issues
    - d) a review of procedures and protocol for use of school equipment e.g. photocopier, gym storage
    - e) a statement concerning legal liability (See Appendices F1 & F2)
    - f) a statement concerning confidentiality issues (See Appendix G)
    - g) a statement on disclosure of abuse by a student (See Appendix H)
    - h) a review of procedures related to health and safety issues (See Appendix I)
- 5.5 Supervision and Review:
- 5.5.1 The principal is ultimately responsible for the actions and activities of any volunteer within the school or working with students in co-curricular/extra-curricular activities, and the supervision of the volunteers.
  - 5.5.2 Many volunteers will, however, be more directly supervised by another staff member. For example, a volunteer helping the school librarian would be supervised by the librarian and a volunteer assigned to a classroom would be supervised by the classroom teacher.
  - 5.5.3 It is essential to monitor the activities of individual volunteers and to regularly provide them with feedback. Adjustments to assignments and additional in-service may be necessary.
  - 5.5.4 The performance of volunteers should be reviewed annually. The length and detail of the review must be flexible and at the discretion of the principal. The principal

- may wish to provide a formal individual review when the extent of individual involvement and support to students is regular and substantial (See Appendix J). Volunteers may request a performance review and/or a reference to take to possible interviews for employment.
- 5.5.5 In most cases the review will be undertaken by the direct supervisor of the volunteer and approved by the principal. It may be beneficial to have volunteers do a self evaluation, to provide feedback about their experience and the volunteer program itself.
- 5.6 Review of the Volunteer Program:
- 5.6.1 Periodic monitoring and review of the overall volunteer program is necessary to measure its impact on the school and to provide suggestions for the following year.
- 5.6.2 An annual evaluation of the volunteer program should take place and operating plans and objectives should be reviewed once per term. Input from participating volunteers and staff should be encouraged to review the scope and needs for the next school year. The Catholic School Council will provide advice to the school principal, on matters related to volunteers in schools and to community partnerships.
- 5.7 Recognition of the Volunteers
- 5.7.1 Paid staff, especially those who work directly with volunteers, are encouraged to offer appreciation and recognition to volunteers on an ongoing basis. All opportunities for informal recognition should be taken. The type of recognition may vary from school to school. Some recommendations for acknowledgment by the school staff include:
- a) acknowledging contributions through the school newsletter
  - b) annual school recognition assembly, event, luncheon, etc.
  - c) invitation to special school events.
- 5.8 Suggested Criteria for Non-Teacher Coaches
- 5.8.1 Schools are encouraged to consider the following prior to engaging the services of a non-teacher coach.
- Applicant completes an application form; (see Appendix K Sample-Volunteer Coaching Application Form).
  - Applicant supplies two references.
  - Applicant demonstrates coaching expertise. For higher risk sports, this may be derived from one of the following:
    - National Coaching Certification Program (NCCP) Level One Technical in the sport;
    - attendance at a relevant clinic or workshop within the last three years;
    - past experience as a competitor or coach in that sport.
  - Applicant presents a criminal record check.
  - Applicant agrees to a process for monitoring of his/her coaching activities, e.g. seasonal review.
  - Applicant agrees to a process for resolving issues accompanied by appropriate disciplinary action by school.
  - Applicant agrees to abide by all relevant policies and procedures, including the Ontario Safety Guidelines
  - Volunteers should be aware that there is no Workplace Safety and Insurance Board coverage that will respond to injuries to the volunteers.
- 5.8.2 Applicant undergoes an orientation session with the school principal or designate to:
- review coaching philosophy of school;
  - outline school policies with respect to academic eligibility;
  - highlight Ontario Federation of School Athletic Associations (OFSAA) coaching Conduct and Athlete Code of Behaviour;

- detail OFSAA Transfer and Eligibility Policies;
- review school disciplinary policies and District athletic disciplinary policies;
- review guidelines of relevant sport governing body; (District 10, CWOSSA, ESA)
- clarify school policies with respect to supervision and travel.
- Applicant agrees to attend a pre-season coaching meeting of school and/or relevant Athletic Association (District) coaches, if requested.
- Applicant agrees to communicate regularly with designated supervisor.
- 5.8.3 • Volunteers being considered for coaching or supervisory duties must be screened, trained, and certified, if the sport requires certification for coaches, e.g. football and gymnastics.
- Principals will ultimately be responsible for selecting, in-servicing and supervising the volunteers. Supervision will mean overseeing the activities from time to time to determine whether the duties are being carried out as anticipated and in line with Board policies and procedures.