

VOLUNTEERS

Volunteers enhance the quality of Catholic Education for students and provide opportunities for parents and members of the community to be involved in our schools. Implementation of this policy, at the school level, is the responsibility of the school Principal.

A. Roles & Responsibilities

1) The Role of Volunteer

- ◆ Shall be responsible to the Principal/Supervisor and/or designate of the school.
- ◆ Assists in attaining the goals of the school and assists the teacher or Principal.
- ◆ Complies with the language of communication.
- ◆ Maintains and respects confidentiality.
- ◆ Participates in training sessions as required.
- ◆ Calls if he/she must cancel his/her commitment or in case of absence.
- ◆ Follows proper lines of communication.

Note: All activities must be conducted under supervision.

Volunteers may assist in such activities as:

- ◆ Setting up equipment and materials.
- ◆ Creating displays.
- ◆ Helping with winter activities (eg. tying skates).
- ◆ Collecting fund-raising, lunch money, etc.
- ◆ Photocopying.
- ◆ Developing school newspapers.
- ◆ Coaching teams with teacher supervision.
- ◆ Supplementing and enriching a lesson (ie. firefighter, police, nurse, artist or craft person).
- ◆ Cultural activities.
- ◆ Field Trips.
- ◆ Library (repairing and putting books away, assist with research).
- ◆ Reading or listening to students read.
- ◆ Computer supervision and help.
- ◆ Instructional games.
- ◆ Liturgical celebrations.

2) Responsibilities of Principal

- ◆ To assign to a person who volunteers to serve without remuneration such duties in respect of the school as are approved by the Board and to terminate such assignment (S.171(1)4 Education Act 1998).

- ◆ Determines the need for volunteers in consultation and cooperation with the teachers and makes provisions for volunteer orientation/training and in-service.
- ◆ Assists in recruitment.
- ◆ Interviews volunteers and asks for references and determines the need for a criminal records check, if necessary.
- ◆ Contacts board office for reimbursement to volunteer of cost of criminal background check.
- ◆ Provides building and facilities orientation.
- ◆ Facilitates a relationship and cooperation between a teacher and a volunteer.
- ◆ Maintains a record/log of volunteers, dates and times.
- ◆ Monitors the volunteer program and evaluates volunteers upon request (ie. the volunteers need a reference).
- ◆ Establishes procedures to inform the volunteer of holidays, school routine changes, etc.
- ◆ Brings to the attention of the volunteer, the need for confidentiality and if necessary, deals with breaches of confidentiality.
- ◆ Provides recognition for volunteers.
- ◆ Establishes procedures for volunteers.
- ◆ Provides information to the parents regarding the school's volunteer program.
- ◆ Establishes, with the staff, areas/times where volunteers can go for breaks.
- ◆ Welcomes volunteers.

3) Responsibilities of Teacher

- ◆ Consults with the Principal regarding the need for volunteers and assists in recruitment.
- ◆ Welcomes volunteers.
- ◆ Provides training, instruction and assignments for volunteers.
- ◆ Ensures confidentiality.
- ◆ Ensures that volunteers do not have access to confidential documents (ie. OSR, reports, etc.).
- ◆ Monitors volunteers and the volunteer program.
- ◆ Maintains records of volunteers.
- ◆ Establishes a schedule with the volunteers and procedures for giving notice of absence.
- ◆ Follows proper lines of communication.
- ◆ Provides volunteer recognition.

**B. Relationship Between Use of Volunteers Policy
And Other Board Policies And Procedures**

- 1) This procedure is intended to address the use of non-salaried staff in all capacities in any school-related activity and includes both parent and community volunteers.
- 2) Parent and community volunteer participation is encouraged but remains optional.

- 3) Within a school, volunteers are assigned at the discretion of the school Principal and in accordance with the restrictions and requirements outlined in this and other board policies and procedures.
- 4) All provisions of board policies and procedures and of negotiated collective agreements supersede any statements regarding the use of volunteers unless specifically noted herein.

C. Ontario School Boards' Insurance Exchange (OSBIE)

Volunteers are covered by the Ontario School Boards' Insurance Exchange provided they act within the scope of the described role.

Under Section V, Definitions, in the OSBIE Liability Policy, the term "insured", is defined as follows:

"Any statutory officer, elected or appointed official, appointed committee member, including a member of a recreation committee recognized by statute, fiduciary, trustee, employee, volunteer worker, chaperone or members of the Board or a similar governing body while acting within the scope of his or her duties on behalf of the Named Insured and not to limit the meaning of the foregoing, while they are participating in trips or tours arranged by them for students of the Named Insured if such trips or tours have been approved by the Named Insured (Liability Insurance Coverage for Volunteers)."



VOLUNTEER DRIVER - AUTHORIZATION TO TRANSPORT STUDENTS (PART A)

This will authorize _____
(Name of teacher or other volunteer driver.)

1. To transport students participating in the events listed on the attached school schedule. OR
2. To transport students participating in the following school activity:

3. Vehicle Information: Make: _____ Year: _____ Licence #: _____

Date	School Name	Principal's Signature
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Note: All "trip drivers", including volunteer drivers, are advised that, in order to bring into effect the Board's excess liability insurance, they must:

- a) Use a licensed automobile which carries valid automobile Third Party Liability insurance as required under Ontario legislation;
- b) Provide the school board with prompt written notice, with particulars, of any accident arising out of the use of a licensed automobile during a trip on board related business;
- c) Be aware that the school board's Excess Automobile Liability insurance comes into effect only after the vehicle owner's primary Third Party Liability insurance limit has been exhausted;
- d) Be aware that any damage to the volunteer's vehicle, the cost of any insurance deductible or premium adjustment as the result of an accident while the vehicle is being used on board related business is NOT covered by the school board's Excess Automobile Liability insurance.

N.B. A "trip driver" is defined as any person authorized by the board who has agreed to be a driver for a certain trip while they are driving their own or another licensed automobile. This includes, but is not limited to: trustees, employees, teachers, parents, volunteers, officials of the school board.

DECLARATION TO BE SIGNED BY DRIVER

- ◆ I declare that I hold an unrestricted driver's license and am authorized to drive in Ontario, and my vehicle is insured by a valid automobile liability insurance policy as required by Ontario law.
- ◆ I declare that the vehicle described above is mechanically fit and that there are seat belts in working condition for all passengers.

_____ Signature	_____ Date
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DECLARATION TO BE SIGNED BY OWNER (IF DRIVER DOES NOT OWN THE VEHICLE)

- ◆ I declare that I have authorized _____ to drive my vehicle to transport students participating in the school event(s) listed on this form.
- ◆ I declare that he/she holds an unrestricted driver's license, is authorized to drive and is insured as an operator under the vehicle's liability insurance.
- ◆ I declare the vehicle described above is mechanically fit and that there are seat belts in working condition for all passengers.

_____ Signature	_____ Date
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**VOLUNTEER DRIVER - AUTHORIZATION TO
TRANSPORT STUDENTS (PART B)**

SUMMARY OF INSURANCE

1) Volunteer Supervisors On School Premises

The school board's Liability insurance policy protects both staff and volunteers who are working within the scope of their duties for the board. This coverage responds to law suits that are brought against staff or volunteers who are supervising school events and provides protection up to \$20 million for each occurrence.

2) Volunteer Drivers For School Activities

Ontario legislation makes automobile insurance compulsory in the province of Ontario. The same legislation makes the owner's insurance primary coverage in the event of an accident - in other words, the insurance carried on the vehicle responds first.

If a vehicle which is not owned by the school board is being operated by a volunteer or any other board employee for approved school activities, the board's non-owned automobile insurance endorsement will respond to Third Party Liability claims in excess of the owner's insurance limit up to a total combined limit as stated in the non-owned auto policy.

There is no coverage provided by the school board's insurance for damage to volunteer's or employee's vehicles while they are being operated for board activities.

According to provincial legislation, passengers who are injured would recover Accident Benefits coverage from their own or a parent's automobile policy. In the absence of a personal or family automobile policy, the passenger would then be eligible to recover benefits from the insurance policy covering the vehicle in which they were riding.

3) Personal Automobile Insurance Coverage

For the personal protection of volunteer drivers, it is recommended that drivers carry a minimum of \$1 million of Third Party Automobile Liability insurance. Volunteers and board employees who use their personal vehicles for transporting students to school activities should advise their insurance carrier.