



Administrative Procedure: Use of Volunteers

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Preamble

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.

Subject to legislation outlined in the Education Act and any procedures made, volunteers may be utilized in the schools and on the school grounds. Volunteers in their role must recognize schools must be safe, inclusive, and equitable places for learning and teaching. A safe, inclusive, and equitable school environment fosters and supports learning and the ongoing development of respect, responsibility, civility, and other positive behaviours and characteristics. Volunteers must familiarize themselves with the School/Police Protocol to have a clear understanding of the respective roles, procedures, and decision-making authority of both police and school personnel as they relate to school safety.

Procedures

Definition

A volunteer shall be defined as a person, other than a paid employee, who functions in a supportive role to the Principal/Vice-Principal and teacher in a school.

Engagement of Volunteers

Principal's/Vice-Principal's Responsibility

The school Principal/Vice-Principal shall serve as the general supervisor of all volunteers at his/her school. Volunteers are present in the schools at the discretion of the Board through the Principals/Vice-Principals. While we respect the rights of all people in our system, the Principals/Vice-Principals have the right to dismiss at any time and for any reason, a volunteer at a school, which cannot be appealed.

School Principals/Vice-Principals shall follow Ontario Regulation 521/01 Collection of Personal Information, Section 2. Subsection (1)(a)(b) of the Regulation.

Personal Information to be collected by the Board:

- 2.(1) For the purposes of ensuring the safety of pupils, every Board shall collect a personal criminal history of every individual who is,
- An employee of the Board; or
- A service provider at a school site of the Board. O.Reg. 521/01, s.2(1)

Supervision Direction

Volunteers function only under the direction and supervision of school personnel and only in schools, classrooms or on the school grounds, where they have been requested.

Commitment

All programs should be based on the need for and complete utilization of the volunteer's time and talent. Principals/Vice-Principals and staff determine which services can be beneficial to their instructional program. The staff creates an appreciative atmosphere for volunteers.

Orientation

An effective volunteer program is dependent on volunteer-teacher orientation to the goals of the program. Such orientation must be carried out within the school and must acquaint the volunteer with the procedures of the school.

Training

The volunteer must receive training in how to operate within the assigned areas. The Principal/Vice-Principal must assume on-site responsibility for this training, in cooperation with the school personnel.

Board Philosophy

The Principal/Vice-Principal shall satisfy himself/herself that any volunteer who has regular contact with students, is supportive of the general philosophy of the Board and the basic tenets of the Catholic school system.

Relationship Between Use of Volunteers Policy and Other Board Policies And Procedures

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.

Parent and community volunteer participation is encouraged but remains optional.

Within a school, volunteers are assigned at the discretion of the school Principal/Vice-Principal and in accordance with the restrictions and requirements outlined in this and other Board policies and procedures.

All provisions of Board policies and procedures and of negotiated collective agreements supersede any statements regarding the use of volunteers unless specifically noted herein.

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)."