



<b>BOARD ADMINISTRATIVE PROCEDURE</b>	
<small>Administrative Procedure</small>  <b><i>Volunteers in Our Schools</i></b>	<small>ADMINISTRATIVE PROCEDURE NUMBER</small>  <b>1005</b>
<small>Directional Policy</small>  <b><i>Parent and Community Relations - 1000</i></b>	

**Title of Administrative Procedure:**

*Volunteers in Our Schools*

**Date Approved:**

*February, 2022*

**Projected Review Date:**

*February, 2027*

**Directional Policy Alignment:**

Peterborough Victoria Northumberland and Clarington Catholic District School Board supports and encourages the participation of volunteers in school activities while ensuring a safe and secure learning environment for each school community. The Board is committed to working in partnership with volunteers. The purpose of this administrative procedure is to provide guidelines to help principals effectively deploy volunteers while maintaining the safety of our students, staff, and those involved in the delivery of Catholic education.

**Alignment with Multi-Year Strategic Plan:**

Volunteers are vital to the mission of Catholic Education. Volunteer programs benefit the students, the school system and the volunteers themselves. Peterborough Victoria Northumberland and Clarington Catholic District School Board is committed to working in partnership with volunteers. This Administrative Procedure supports the Being Community pillar by enhancing an inclusive Catholic educational community, and contributing to the development and preservation of positive relationships with our schools, parishes, families and communities.

[PVNCCDSB Board Vision, Mission and Strategic Priorities](#)

**Action Required:**

1. The purpose of this Administrative Procedure is to ensure that volunteers are used appropriately and students are assured of a safe learning environment.
2. The principal or designate shall be responsible for:
  - a. Determining Volunteering Needs:
    - i. The principal will consult with the school staff and the Catholic School Council to determine needs, preferences, tasks, assignments which could be supported by a volunteer, and develop a list of specific volunteer activities.
    - ii. The principal will address any concerns about the volunteer program. Staff may have concerns regarding respect of confidentiality, health and safety, liability, and issues related to supervision.
  - b. Recruitment, Selection, and Screening Process:
    - i. The principal will invite parents/guardians and interested community members to volunteer in their schools.
    - ii. Any parent/guardian or community member who wishes to volunteer at a school for activities such as breakfast programs, reading programs, school excursions, etc., may contact the school principal.
    - iii. In selecting a volunteer, the principal will consider at least some of the following:
      - skills, knowledge;
      - past and background experiences - e.g. work, community, personal;
      - interview results; and
      - references.
    - iv. In consultation with the staff receiving the volunteer, the principal will determine the best 'fit' for the volunteer's placement.
    - v. The depth of screening volunteers by the principal will be dependent upon the volunteer activities and the extent of the volunteer's responsibility for and/or interaction with students.
    - vi. When parents/guardians or grandparents who wish to volunteer in their home school are well known to the school community, the principal, in consultation with all employees, will screen and may

- approve the volunteer applicant.
- vii. For other volunteers from the community who are not parents/ guardians or grandparents of students attending the school, a higher level of screening is required. These volunteers will provide three references which will be contacted by the principal.
  - viii. The principal, or vice-principal, will interview volunteer applicants. This can be an informal process for applicants that are well known to the school. A more formal interview for new volunteers is recommended and would be helpful, especially for those applicants who will have a great deal of interaction with students.
  - ix. All new volunteer applicants (including cooperative education and teacher candidates) will be required to provide a current Criminal Record Check and a Vulnerable Sector Check and present the results of the checks to the principal. Volunteers are required to complete an Offence Declaration annually until the volunteer assignment ends.
  - x. If (under any circumstance) the volunteer has a criminal record, the principal will bring it to the attention of the school superintendent to decide on the volunteer's offer of service.
  - xi. The principal, on behalf of the Board, will retain the right to accept or decline any volunteer's offer of service. If the decision is not to proceed, the principal will notify the volunteer applicant.
  - xii. The principal, or his or her designate, will maintain a Checklist of Criminal Record and Vulnerable Sector Checks pertaining to volunteers (see Appendix D). The original Criminal Record Check and Vulnerable Sector Check will remain with the volunteer.
  - xiii. Successful volunteer candidates will be asked to provide an email address so the process of training and vaccine attestation can begin.
  - xiv. Volunteers are required to complete online health and safety and accessibility training in addition to providing a recent criminal record check. Human Resources will provide instructions on how to register for the online training modules.
  - xv. The principal will collect, on an annual basis, an Offence Declaration from all volunteers. If a declaration is not signed on an annual basis, then new Criminal Clearance checks are once again required. An information sheet on each volunteer will be kept at the school. (see Appendix E)

- xvi. For any volunteer task/assignment, the volunteer and the principal will sign a Volunteer Contract. (see Appendix G)
- c. Approving the Task/Assignment
- i. The principal will clearly define the tasks and the expectations for the volunteer.
  - ii. All volunteers will demonstrate a clear understanding of their activities, duties, responsibilities, rights, and the parameters of their involvement.
- d. Orientation for School Volunteers
- i. All volunteers will be properly welcomed and provided with essential information. A tour of the school, introduction to staff, and orientation workshop are essential for new volunteers.
  - ii. The principal will provide an orientation for the volunteer, which includes:
    - expectations and role description of the task/assignment;
    - a copy of relevant and related school rules and routines - e.g. student code of behaviour, emergency procedures, etc.;
    - school administration procedures relevant to volunteer - e.g. sign-out and sign-in procedures, bell times, notification of absence, coffee breaks, lunch breaks, key telephone numbers, school calendar, etc.;
    - a review of related policies and procedures and applicable legislation (e.g., Health & Safety, CAS Joint Protocol).
    - a review of the board's Statement about Confidentiality and Privacy (see [Appendix J](#))
- e. Training for Volunteers
- Where necessary, school staff will provide “on-the-job” training to volunteers that involves learning through job experience supported by good communication links to staff.

Prior to commencement of volunteering duties, all new volunteers must complete the training modules as assigned in Vector Training (formerly Safe Schools).

- Principals are to provide the name and email address of new volunteers to the HR Coordinator, or designate responsible for Vector Training who will contact the volunteer with details on how to register.
- Principals can confirm completion of training through the method determined by the HR Coordinator.

- f. Supervision and Review
  - i. The principal will be responsible for supervising the actions and activities of the volunteers within his or her school or working with students in co-curricular/extra-curricular activities, and the supervision of the volunteers.
  - ii. The principal will ensure that the work of volunteers is carefully and regularly monitored and supervised as a protection for our students and in the best interests of the volunteers.
  - iii. The principal will ensure that the activities of individual volunteers are monitored and that they are regularly provided with feedback. As well, adjustment to activities, training and further follow-up may be necessary.
  - iv. The principal will ensure that the performance of volunteers will be reviewed as determined by the principal. The length and detail of the review will be flexible and at the discretion of the principal. It may be beneficial to have the volunteer do a self-evaluation as well as to provide feedback about the volunteering experience and the volunteer program.
- g. Termination of Volunteers  
Volunteers who do not adhere to the policies and procedures of the Peterborough Victoria Northumberland and Clarington Catholic District School Board, or undertake an authorized role, or fail to satisfactorily perform their volunteer assignment, may have their assignment terminated at the sole discretion of the principal or the appropriate supervisor.
- h. Recognition of Volunteers  
Recognition of volunteers will vary from school to school as determined by the principal and staff. Suggestions for acknowledgment by the school staff are:
  - encouragement, praise, and thanks on a regular basis;
  - acknowledge contribution through the school newsletter;
  - annual school recognition assembly, event, luncheon, etc.;
  - invitation to special school events.
3. The principal and staff of the school shall ensure that volunteers are not responsible for the supervision of students or the delivery of programs without teacher direction and that volunteers of students have regular direct supervision of Board staff at all times.
4. The principal and staff shall ensure that volunteers will:
  - not be involved in the evaluation of students, school personnel, or programs;
  - not be given access to personal information regarding students, their families, or staff unless it is essential to their performance as a volunteer.

5. School staff shall not retain original copies of Criminal Records clearances. A checklist of volunteers having completed a successful Criminal Clearance shall be retained in a confidential file.
6. Volunteers shall perform their assigned tasks as directed by Board staff and the participation of volunteers shall be respective of any collective agreement requirements.
7. Volunteers shall maintain, in confidence, any personal information which is shared with them in the performance of their duties, in compliance with the Municipal Freedom of Information and Protection of Privacy Act.

### **Responsibilities:**

#### **The Board of Trustees is responsible for:**

- Ensuring the alignment of this Administrative Procedure with the Parent and Community Relations Directional Policy.

#### **The Director of Education is responsible for:**

- Designating resources for ensuring the implementation of and compliance with this Administrative Procedure.

#### **Superintendents of Schools and System Portfolios are responsible for:**

- Ensuring principals are consistent with the application of this Administrative Procedure.

#### **Human Resource Services is responsible for:**

- Ensuring that principals are aware of the requirements under this Administrative Procedure.
- Assigning volunteer training through Vector Training (formerly Safe Schools).

#### **Principals and Vice-Principals are responsible for:**

- Complying with the requirements of this Administrative Procedure to ensure appropriate use of volunteers and maintain school safety.

#### **Volunteers are responsible for:**

- Complying with the requirements of this Administrative Procedure.

### **Progress Indicators:**

- PVNCCDSB will continue to provide an environment that ensures the safety of all students and staff while promoting positive relationships with community members.

**Definitions:**

**VOLUNTEER** - A volunteer is a person who serves without remuneration and shall not be used to perform the duties of any PVNCCDSB employees. The definition of a volunteer also includes cooperative education and teacher intern students.

**CO-OPERATIVE EDUCATION STUDENTS** - Cooperative education students participate in a planned learning experience, for which credits are earned, that integrates classroom theory and learning experiences at a workplace, e.g. in a school classroom or office environment. Cooperative education students must always follow the specific protocol for volunteers in schools as outlined by this Administrative Procedure.

**TEACHER CANDIDATES** - Teacher candidates are students on school placements as part of a university teacher education program. Teacher interns must always follow the specific protocol for volunteers in schools as outlined by this Administrative Procedure.

**POLICE INFORMATION CHECK (PIC)** - A police information check is a collection of offence information, including convictions, non-convictions, and other relevant police contact information available from a local police agency's records management system and other systems/records where authorized. This check is intended for applicants who are seeking volunteer and/or employment with agencies who require a criminal record check along with local police involvement. The agency has determined that a search of pardoned sex offenders or contacts relating to mental health apprehensions is NOT required (i.e., border crossing or visa); therefore, this check is NOT intended for applicants who are seeking volunteer and/or employment with vulnerable persons. The Police Information Check WILL include the following, released as either a criminal record or police contact information:

- (a) criminal convictions (summary and indictable) from CPIC and/or local databases;
- (b) outstanding entries, such as charges and warrants, judicial orders, Peace Bonds, Probation and Prohibition Orders. As per CPIC policy, information obtained from the investigative data bank must be confirmed and authorized for release by the contributing agency;
- (c) absolute and conditional discharges from local database only;
- (d) Family Court Restraining Orders;
- (e) charged and processed by other means such as diversion, will be released as police contact only;
- (f) dispositions including, but not limited to, Withdrawn, Dismissed, and cases of Not Criminally Responsible by Reason of Mental Disorder;
- (g) a review of all available police contacts including, but not limited to, theft, weapons, sex offences, or violent, harmful and threatening behaviour;

The Police Information Check WILL NOT include:

- (a) convictions where a pardon has been granted;
- (b) convictions under provincial statutes;
- (c) Ministry of Transportation information (PARIS);

- (d) suspect information that would hinder an ongoing investigation or where the suspect has not been spoken to;
- (e) Youth Criminal Justice Act (YCJA) information beyond applicable disclosure period;
- (f) Special Interest Police (SIP) category of CPIC;
- (g) information gathered outside formal occurrence reports (i.e. street checks);
- (h) any reference to contagious diseases;
- (i) Victim/complainant information should not be released unless under exceptional circumstances;
- (j) foreign information;
- (k) a VS query of pardoned sex offenders to ascertain if the applicant has been convicted of and granted a pardon for any of the sexual offences that are listed in the schedule to the CRA;
- (l) any reference to incidents involving mental health contact that did not result in a criminal charge.

POLICE VULNERABLE SECTOR CHECK (PVSC) - The Police Vulnerable Sector Check is restricted to applicants seeking employment and/or volunteering with vulnerable individuals. It is a collection of offence information, including convictions, non-convictions, and other relevant police contact information 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 pardon where authorized by the Minister of Public Safety and Emergency Preparedness. The Police Vulnerable Sector Check WILL include the following information:

- (a) criminal convictions (summary and indictable) from CPIC and/or local databases;
- (b) outstanding entries, such as charges and warrants, judicial orders, Peace Bonds, Probation and Prohibition Orders. As per CPIC policy, information obtained from the Investigative data bank must be confirmed and authorized for release by the contributing agency;
- (c) absolute and conditional discharges from local database only;
- (d) Family Court Restraining Orders;
- (e) charged and processed by other means such as diversion;
- (f) dispositions including, but not limited to, Withdrawn, Dismissed, and cases of Not Criminally Responsible by Reason of Mental Disorder;
- (g) a review of all available police contacts including, but not limited to, theft, weapons, sex offences, or violent, harmful, or threatening behaviour which may or may not have involved a mental health incident;
- (h) as authorized for release by the Minister of Public Safety, all pardoned criminal convictions, including non-sex offences, identified as a result of a VS query.

The Police Vulnerable Sector Check WILL NOT include:

- (a) convictions under provincial statutes;
- (b) Ministry of Transportation information (PARIS);



- (c) suspect information that would hinder an ongoing investigation or where the suspect has not been spoken to;
- (d) Youth Criminal Justice Act (YCJA) information beyond the applicable disclosure period;
- (e) Special Interest Police (SIP) category of CPIC;
- (f) Information gathered outside formal occurrence reports (i.e. street checks, CAD) should not be released unless under exceptional circumstances;
- (g) any reference to contagious diseases;
- (h) Victim/complaint information should not be released unless under exceptional circumstances;
- (i) foreign information;
- (j) Mental Health Act terminology.

**OFFENCE DECLARATION** - An offence declaration is a written declaration signed by an individual listing all of the individual's convictions for criminal offences, including, but not limited to, offences under the *Criminal Code (Canada)*, *Controlled Drugs and Substances Act*, *Narcotic Control Act*, *Firearms Act*, and/or *Immigration Act* up to the date of the declaration:

- that are not included in the last criminal record check collected by the Board on or after April 1, 2003;
- for which a pardon under section 4.1 of the *Criminal Records Act (Canada)* has not been issued or granted.

### References:

- [Education Act, R.S.O. 1990, Chapter E.2](#)
- [Education Act Regulation 521/01: Collection of Personal Information](#)
- [AP 403 Criminal Record Checks](#)
- [AP 611 Expenditure Guidelines: Hospitality/ Honorariums/ Recognition/ Meeting Costs](#)
- [PVNCCDSB Elementary And Secondary Athletics Guiding Principles and Code of Conduct](#)
- [CAS Joint Protocol](#)

### Appendices:

- [Appendix A Request for Police Record Check](#)
- [Appendix B Criminal Record Clearance Request](#)
- [Appendix C Consent for a Criminal Record Check for a Sexual Offence for Which a Pardon Has Not Been Issued](#)
- [Appendix D Checklist of Criminal Record and Vulnerable Sector Check](#)

- [Appendix E Volunteer Annual Offence Declaration](#)
- [Appendix F Volunteer Emergency Contacts](#)
- [Appendix G Volunteer Contract](#)
- [Appendix H Statement of Liability Insurance](#)
- [Appendix I Volunteer Driver Form](#)
- [Appendix J Statement about Confidentiality and Privacy](#)
- [Appendix K Statement of Disclosure of Abuse by a Student to a Volunteer](#)
- [Appendix L Statement on Health & Safety Issues](#)
- [Appendix M Standard Health & Safety Requirements](#)