

ADMINISTRATIVE PROCEDURES	
<i>Administrative Procedure Section</i> PUBLIC RELATIONS/ COMMUNICATIONS	<i>Policy Number</i> 707
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ADMINISTRATIVE PROCEDURE TITLE

Volunteers in Our Schools

1.0 ADMINISTRATIVE PROCEDURE

1.1 RESPONSIBILITY OF THE PRINCIPAL OR HIS/HER DESIGNATE

- determining the volunteering needs for the school, in consultation with staff and the school council;
- the recruitment, selection, and screening of volunteers;
- approving the task and assignment of volunteers to his or her school or program;
- the orientation for school volunteers;
- the training of volunteers;
- the supervision, review, and evaluation of volunteers;
- the review of the volunteer program;
- the recognition of volunteers.

(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 with a volunteer, and develop a list of specific volunteer activities. (see Appendix A)
- (ii) The principal will address any concerns about the volunteer program. Staff may have concerns regarding respect of confidentiality, health and safety, liability, and supervision related issues.

- (b) Recruitment, Selection, and Screening Process
- (i) The principal will invite parents/guardians and interested community members to volunteer in their schools. (see Appendices B1 and B2)
 - (ii) The principal will have all interested teachers complete a Teacher Volunteer Survey. (see Appendix A)
 - (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 volunteer applicants (including cooperative education and teacher intern students) will be required to provide a 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.
- (xii) If the decision is not to proceed, the principal will send a letter of rejection to the volunteer. (see Appendix C4)
- (xiii) The principal, or his or her designate, will maintain a Checklist of Criminal Record and Vulnerable Sector Checks pertaining to volunteers (see Appendix C5). The original Criminal Record Check and Vulnerable Sector Check will remain with the volunteer.
- (xiv) 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 C6)
- (xv) For any volunteer task/assignment, the volunteer and the principal will sign a Volunteer Contract. (see Appendix E)

- (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 is essential for new volunteers. (see Appendix F)
 - (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 procedures related to discipline issues;
 - a review of procedures and protocol for use of school equipment - e.g. photocopier, gym storage, etc.;
 - a review of legal liability issues, confidentiality issues, disclosure of abuse of a student, health and safety procedures (see Appendices G1, G2, H, I, J1 and J2).
- (e) Training for Volunteers
- (i) 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.

- (f) Supervision, Review, and Evaluation
 - (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) Review of Volunteer Program
 - (i) The principal will undertake an annual evaluation of the volunteer program. Input for participating volunteers, staff, and the school council will be helpful to review parameters, scope, and needs for the school. (see Appendix K)
- (h) Termination of Volunteers
 - (i) 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.

- (i) Recognition of Volunteers
 - (i) 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.

2.0 TERMS AND DEFINITIONS

2.1 VOLUNTEERS

A volunteer is a person who serves without remuneration and will not be used to perform the duties of any PVNCCDSB employees. The definition of a volunteer also includes cooperative education and teacher intern students (see definitions below).

2.2 COOPERATIVE 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 the PVNCCDSB Volunteer Policy.

2.3 TEACHER INTERN

Teacher interns are students on school placements in years 1, 2, and 3 of a university teacher education program. Teacher interns must always follow the specific protocol for volunteers in schools as outlined by the PVNCCDSB Volunteer Policy.

2.4 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 databank 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.

2.5 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 databank 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 behavior 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.

2.6 ANNUAL OFFENCE DECLARATION

“Offence Declaration” means, in respect of a Board, a written declaration signed by an individual listing all of the individual’s convictions for offences under the Criminal Records Act (Canada) up to the date of the declaration:

- (a) that are not included in a Police Record Check collected in the last criminal background check collected by the Board under this regulation; and
- (b) for which a pardon under Section 4.1 of the Criminal Records Act (Canada) has not been issued or granted.

3.0 REFERENCES/RELATED DOCUMENTS

Volunteers in Our Schools - Practices & Screening Procedures (Appendix L)
Education Act, Ontario Regulation 6.2, Section 8-8.2, Section 19(1) (i)

4.0 RELATED ADMINISTRATIVE PROCEDURES

AP-FOI-305, Records and Information Management
AP-FOI-306, Privacy of Personal Information
AP-FOI-308, Municipal Freedom of Information and Protection of Privacy
AP-HS-405, Occupational Health and Safety
AP-HS-408, Reporting Child Abuse and Neglect

5.0 RELATED FORMS

Please see the accompanying List of Appendices.

6.0 ADMINISTRATIVE PROCEDURE REVIEW DATE

January 2018

7.0 APPROVED BY BOARD

May 1, 2006

8.0 EFFECTIVE DATE

January 22, 2013

9.0 REVIEW BY

Communication Services

10.0 LAST REVISION DATE

January 22, 2013