

<b>BOARD POLICY</b>	
<i>Policy Section</i> <b>PUBLIC RELATIONS/ COMMUNICATIONS</b>	<i>Policy Number</i> <b>707</b>
<i>Administrative Procedure Number</i> <b>AP-PRC-707</b>	<i>Page</i> <b>1 of 7</b>

## **POLICY TITLE**

Volunteers in Our Schools

### **1.0 PURPOSE**

The Peterborough Victoria Northumberland and Clarington Catholic District School Board is committed to working in partnership with volunteers. The purpose of this Policy 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.

### **2.0 POLICY**

It is the policy of the Peterborough Victoria Northumberland and Clarington Catholic District School Board to support and encourage the participation of volunteers in school activities while ensuring a safe and secure learning environment for each school community.

### **3.0 GUIDELINES**

3.1 All volunteers shall be used in an appropriate and effective manner. Students shall be assured of a safe learning environment, and that compliance with all statutory requirements shall be maintained in the administration of all procedures.

3.2 The principal or designate shall be responsible for:

- determining the volunteering needs for the school;
- the recruitment, selection, and screening of volunteers;
- approving the task and assignment of volunteers to school or program;
- the orientation, training, and supervision of volunteers;
- the termination of volunteers if necessary;
- the recognition of volunteer contributions.

- 3.3 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.
- 3.4 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.
- 3.5 All volunteers are required to have a Criminal Record Check and a Vulnerable Sector Check. The principal and staff shall ensure that all Criminal Record Clearances required are obtained and scrutinized during the volunteer (including cooperative education students and teacher interns) selection and screening process.
- 3.6 Volunteers are required to complete an Offence Declaration annually until the volunteer assignment ends. It is a criminal offence to lie on an Offence Declaration and the Board may initiate criminal charges if this occurs.
- 3.7 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.
- 3.8 Volunteers shall perform their assigned tasks as directed by Board staff and the participation of volunteers shall be respective of any collective agreement requirements.
- 3.9 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.

## **4.0 TERMS AND DEFINITIONS**

### **4.1 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 (see definitions below).

### **4.2 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 the PVNCCDSB Volunteer Policy.

### **4.3 TEACHER INTERNS**

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.

### **4.4 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.

**4.5 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.

#### **4.6 ANNUAL OFFENCE DECLARATION**

“Offence Declaration” means, in respect of a Board, a written declaration signed by an individual listing all of the individuals’ 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.

#### **5.0 REFERENCES/RELATED DOCUMENTS**

Education Act, R.S.O. 1990, Chapter E.2  
Statement of Liability Insurance  
Statement about Confidentiality and Privacy  
Statement on Disclosure of Abuse by a Student to a Volunteer  
Volunteers in Our Schools - Practices & Screening Procedures (Appendix L)

#### **6.0 RELATED POLICIES**

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

**7.0 RELATED FORMS**

Teacher Volunteer Survey (Appendix A)  
Volunteer Invitation Letter (Appendix B1)  
Volunteer Recruitment Survey (Appendix B2)  
Request for Police Records Check for Trustees and Volunteering Applicants  
(Appendix C1)  
Criminal Record Clearance Request - Sample Form  
Consent for a Criminal Record Check for a Sexual Offence for Which a Pardon  
has Been Granted or Issued - Sample Form  
Volunteer Letter of Rejection (Appendix C4)  
Checklist of Criminal Record and Vulnerable Sector Checks (Appendix C5)  
Volunteer Annual Offence Declaration (Appendix C6)  
Volunteer Emergency Contacts (Appendix D)  
Volunteer Contract (Appendix E)  
School Volunteer Orientation Workshop (Appendix F)  
Statement of Liability Insurance (Appendix G1)  
Volunteer Driver Form (Appendix G2)  
Statement about Confidentiality and Privacy (Appendix H)  
Statement on Disclosure of Abuse by a Student to a Volunteer (Appendix I)  
Statement on Health and Safety Issues (Appendix J1)  
Standard Health and Safety Requirements (Appendix J2)  
Volunteer Program Evaluation (Appendix K)

**8.0 APPROVED BY BOARD**

May 1, 2006

**9.0 EFFECTIVE DATE**

January 22, 2013

**10.0 POLICY REVIEW DATE**

January 2018

**11.0 REVIEW BY**

Communication Services