



VOLUNTEERS IN SCHOOLS

Procedures

1.0 Recruitment of Volunteers

- 1.1 The Principal shall consider volunteers from the parent and school community to support school based activities.
- 1.2 Volunteers shall express their interest to the Principal by:
 - 1.2.1 Presenting their Vulnerable Sector Check;
 - 1.2.2 Indicating their activity of interest and level of expertise with the activity;
 - 1.2.3 If applicable, completing the School Volunteer Agreement (**Appendix A**);
- 1.3 The Principal determines the suitability of the volunteer through the screening process.

2.0 Screening and Management of Volunteers

- 2.1 All volunteers must be assessed as to their suitability for placement within a school or program setting.
 - 2.1.1 The process of screening volunteers and management begins at the very moment a person applies and is recruited. Volunteers are managed throughout their extra-curricular commitment until they terminate this commitment.
 - 2.1.2 The degree of screening is dependent upon the volunteer activity, the extent of interaction with, and responsibility for, students, and the degree of direct supervision of the volunteer. Levels of risk are based on:
 - The activity itself,
 - The extent of the interaction with and responsibility for students, and
 - The proximity of Board staff while the activity is occurring.
- 2.2 **Volunteers assisting with supervision on Field Trips require:**
 - Vulnerable Sector Check (**Appendix B** is a form letter that may be given to those applying for a VSC with police services)
- 2.3 **Volunteers for ongoing programs or extra-curricular activities require:**
 - School Volunteer Agreement (**Appendix A**)
 - application form (**Appendix C or D**);
 - volunteer intake interview;
 - reference checks (**Appendix E**);

- Vulnerable Sector Check (**Appendix B** is a form letter that may be given to those applying for a VSC with police services);

3.0 Volunteer Training

- 3.1 All volunteers must be provided training, and must sign confidentiality agreements before undertaking any volunteer responsibilities that puts the volunteer in direct contact with students (**Appendix F**);
- 3.2 The mandatory training for all volunteers shall include but not be limited to safety and well-being of students, such as lockdown procedures, concussion protocols, fire safety evacuation, code of conduct, anaphylaxis and other prevalent medical conditions;
- 3.3 The Principal shall provide the volunteer with information regarding access to the school, equipment, and any other operational procedures; and
- 3.4 Volunteer supervisors must always provide direct, constant visual supervision of the activity for which they are responsible.

4.0 Responsibilities

4.1 Responsibilities of Principals and Staff

- 4.1.1 The Principal or designate is responsible for the following:
 - Determining the volunteer needs of a school
 - Recruitment, selection and screening of volunteers
 - Approving and clarifying the tasks and assignments of volunteers
 - Providing for the training, orientation and supervision of volunteers
 - Ensuring volunteers are cognizant of the requirements for supervision of any governing body, e.g. OFSAA, Skills Competition or any other festival/performance activities on a regional, provincial or national level, if required
 - Ensuring volunteer contributions are recognized
- 4.1.2 The Principal and staff of the school (where applicable) will ensure that volunteers are not responsible for the support of curricular programs without teacher direction.
- 4.1.3 Subject to the policies of the Board and barring direction or intervention by the Director of Education or designate to the contrary, the Principal of the school in which a volunteer is serving will be responsible for determining that an activity to which the volunteer is assigned is a school-sponsored activity.
- 4.1.4 The Principal and staff will ensure that student volunteers have regular direct supervision at all times.

- 4.1.5 The Principal and staff (where applicable) will ensure that volunteers will:
- Not be involved in any evaluation of students, school personnel or program;
 - Not be given access to personal information regarding students, their families or staff unless it is essential to the performance of their duties as a volunteer.
 - Ensure they sign a Confidentiality Agreement (**Appendix F**), with the understanding that they will treat as confidential all personal information which they may acquire in the course of their involvement in the school
- 4.1.6 The Principal and staff will ensure that families are informed that volunteers will be participating in classroom or school-wide activities.
- 4.1.7 The Principal will ensure that regular and continuous volunteers will provide, for review, a new Vulnerable Sector Check every year. (**Appendix B** may be used)
- 4.1.8 The Principal will address any concerns regarding a volunteer's behaviour in accordance to Board policies and procedures.
- 4.1.9 The Principal retains the authority to accept or decline any volunteer's offer of service.

4.2 **Responsibilities of Volunteers**

- 4.2.1 Volunteers will perform their assigned duties as directed by the Principal or designate.
- 4.2.2 Volunteers will neither be responsible for the discipline or evaluation of students, nor for the identification or diagnosis of their learning strengths or difficulties.
- 4.2.3 The volunteers will 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*. (**Appendix F**)
- 4.2.4 Volunteers will:
- Follow all Board policies and procedures as reviewed by the Principal or designate
 - Follow codes of behaviour as established by the school and/or Board
 - If applicable, report to the school office upon arrival
- 4.2.5 Volunteers will notify their Principal or designate of any expected absence, as far in advance as possible.
- 4.2.6 Volunteers will be encouraged to provide reasonable advance notice, to the Principal, when terminating their volunteer activities.

5.0 **Supervision of Students by a Volunteer in Extra-Curricular Activities:**

- 5.1 Volunteers may, at the discretion of the Principal, and **under the direction of Board staff**, oversee extra-curricular activities;

- 5.2 Volunteers (parent or community) will be subject to a screening process commensurate with the level of risk of the activity as described in the procedure;
- 5.3 Parents/Guardians of those students involved must sign a consent form acknowledging that they understand that this activity is led by a volunteer (**Appendix G**);
- 5.4 All aspects of volunteer management are being carried out once the volunteer is in place; and
- 5.5 The Principal will guarantee that all extra-curricular activities have a staff advisor. When the event is overnight or outside of the district of DSB Ontario North East, the staff advisor must be a teacher (Ontario College of Teachers). The staff advisor will:
 - 5.5.1 Be on school property for all practices
 - 5.5.2 Provide direct supervision at all games/events and for all activities off school property.

6.0 Liability

In any school-sponsored activity that is undertaken by a volunteer, the Board's liability insurance regarding negligence will apply. Volunteers should be aware that the Board's insurance does not include loss-of-income provision should the volunteer sustain an injury that prevents him/her from resuming his/her employment.

Appendices

Appendix A: School / Volunteer Agreement

Appendix B: Request for Vulnerable Sector Check

Appendix C: Volunteer Coaching Application Form

Appendix D: Volunteer General Activity Application Form

Appendix E: Volunteer Reereence Check

Appendix F: Confidentiality Agreement

Appendix G: Parental Consent Form

References

School/Volunteer Agreement
(on school letterhead)

Volunteer Name: _____

Class (or Location): _____

Volunteer directly responsible to: _____

1. Duties & Responsibilities:

2. Vulnerable Sector Check: Yes

3. Time Commitment:

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Afternoon					
Other					

4. Starting Date: _____

5. Absence: Procedure for reporting absence:

6. The volunteer agrees to:

- a) Respect the confidentiality of all information that may be received regarding any pupils or staff while a volunteer and refrain from releasing that information to any person in accordance with the Municipal Freedom of Information and Protection of Privacy Act;
- b) Abide by DSB Ontario North East Acceptable Use Guidelines regarding appropriate access to and use of the Internet;
- c) Notify the appropriate person at school as soon as possible when circumstances necessitate his/her absence (planned holidays, illness, etc.);
- d) Act in accordance with the norms and expectations of the school as provided in the orientation to the school.

7. The School agrees to:

- a) Provide both initial orientation to the school;
- b) Show respect and appreciation by giving the volunteer a suitable assignment in line with their area of interest and skills;
- c) Inform the volunteer in advance of all schedule changes (holidays, special events, etc.)

Volunteer Signature

School/Board Staff Signature

Date

APPENDIX B

[Print on School Letterhead]

[Date]

RE: REQUEST FOR VULNERABLE SECTOR CHECK

NAME:

POSITION: Volunteer

This letter will confirm that the individual named above requires a Vulnerable Sector Check for the purpose of becoming a volunteer with our school.

School Name:

Effective Date:

We are requesting a Vulnerable Sector Check as this is a position of trust and/or authority and includes direct contact with, and supervision of, students under the age of eighteen while at the school and/or at school activities off-site.

If there are any questions, please do not hesitate to contact me.

Sincerely,

[Principal Name]

[School Name]

[Phone or Email]

APPENDIX C

Volunteer Coaching Application Form
(on school letterhead)

The following form can be used when interviewing a potential coach in any one of the following situations:

- The applicant is not an administrator or someone with teaching certification.
- The person's philosophy and/or expertise is unknown.
- The position to be filled is one of head coach or the person would be asked to coach on their own.
- The person would be coaching a higher-risk sport as designated by OPHEA Safety Guidelines.
- The principal or designate decides to formally interview for other reasons.

Please record pertinent information on this form and keep on file. Interviewers are encouraged to include additional questions, which would be relevant to their schools.

CANDIDATE:

Name: _____

Home Address: _____

Phone (home): _____ Phone (cell): _____

Phone (work): _____ E-mail: _____

SCHOOL:

Principal/Designate: _____ Higher Risk Sport:

Team in Question: _____ Yes No

1. Please describe your previous coaching experience in _____

(specific sport), as well as experience in any other sport. Include number of years you've coached, age range of players, competitive nature of league and any other relevant details.

2. Provide current certification(s) and/or qualification(s) you hold which would be relevant to coaching. Include name and contact information of person who can verify this information or provide certificates.

3. Describe other coaching development sessions/clinics which have helped you learn more about coaching the sport.

4. What are three primary goals that you are trying to achieve as a coach?

5. Do you understand/support the principles of the “fair play” philosophy in athletics?

Yes
 No

6. Explain how you would apply these principles to your coaching role.

7. How would you set standards of behaviour for the players you coach?

8. Please list two references associated with previous coaching experience.

<u>Name (not a relative)</u>	<u>Position</u>	<u>Phone #/ Email</u>
_____	_____	_____
_____	_____	_____

This information is collected pursuant to the District School Board Ontario North East’s role as employer as set out in the Education Act. This information is collected for employment and human resource planning purposes and is within the guidelines set out in the Municipal Freedom of Information and Protection of Privacy Act. References listed on this form will be contacted for information with respect to your suitability as a volunteer coach of DSB Ontario North East’s student athletes.

Applicant Signature: _____ Date: _____

Principal/Designate Signature: _____ Date: _____

Office Use Only

References received: Yes No Principal/Designate initials: _____

Vulnerable Sector Check received: Yes No Principal/Designate initials: _____

Application accepted: Yes No

Orientation session completed: Yes No

Signature of Principal/Designate: _____ Date: _____

APPENDIX D

**Volunteer General Activity Application Form
(on school letterhead)**

The following form can be used when interviewing a potential volunteer in any one of the following situations:

- The applicant is not an administrator or someone with teaching certification.
- The person's philosophy and/or expertise is unknown.
- The position to be filled is one in which the person would be asked to run the activity without direct supervision
- The principal or designate decides to formally interview for other reasons.

Please record pertinent information on this form and keep on file. Interviewers are encouraged to include additional questions, which would be relevant to their schools.

CANDIDATE:

Name: _____

Home Address: _____

Phone (home): _____ Phone (cell): _____

Phone (work): _____ E-mail: _____

SCHOOL:

Principal/Designate: _____

Medium/High Risk Activity:

Activity in Question: _____

Yes No

1. Please describe your previous related activities experience in _____
(specific activity), as well as experience in any other related activities.

2. Provide current certification(s) and/or qualification(s) you hold which would be relevant to the activity, if applicable.

3. Describe other experiences that have helped you learn more about this activity.

4. What are three primary goals that you are trying to achieve as a volunteer?

5. How would you set standards of behaviour for the participants in this activity?

6. Please list two references.

<u>Name (not a relative)</u>	<u>Position</u>	<u>Phone #/ Email</u>
_____	_____	_____
_____	_____	_____

This information is collected pursuant to the District School Board Ontario North East's role as employer as set out in the Education Act. This information is collected for employment and human resource planning purposes and is within the guidelines set out in the Municipal Freedom of Information and Protection of Privacy Act. References listed on this form will be contacted for information with respect to your suitability as a volunteer of DSB Ontario North East's students.

Applicant Signature: _____ Date: _____

Principal/Designate Signature: _____ Date: _____

Office Use Only

References received: **Yes** **No** Principal/Designate initials: _____

Vulnerable Sector Check received: **Yes** **No** Principal/Designate initials: _____

Application accepted: **Yes** **No**

Orientation session completed: **Yes** **No**

Signature of Principal/Designate: _____ Date: _____

APPENDIX E

Volunteer Reference Check
(on school letterhead)

Note: In accordance with the Municipal Freedom of Information and Protection of Privacy Act, consent is required before any references are contacted. Please address each area, noting areas of strength but also of concern, discrepancies, inconsistencies in relation to application/resume and other information gathered. Use follow-up questions as required.

Candidate:

First Name:	Last Name:
Position Applied For:	
Name of Reference:	Phone Number:

Request by person providing the reference for confidentiality: Yes No

1. How long have you known the candidate:

2. Were you aware of your name being given as a reference:

3. Why would you have been chosen as a reference?

4. If reference is the candidates supervisor (in paid or unpaid position) ask the reference to comment briefly on the following: (Otherwise proceed to number 5)

Duties / Responsibilities: _____

Punctuality / Attendance: _____

5. Please comment on the candidate's:

Strengths: _____

Interpersonal Skills: _____

Ability to understand and follow directions: _____

Initiative and self-direction: _____

6. Would you feel comfortable with this individual working with students:

7. Do you know of any reason why this person should not be working in close proximity to students:

8. Is there anything you would like to add:

Signature of Individual Conducting Reference

Date



Confidentiality Guideline

All information including student records, employee records, financial and operating data of the Board, and any other information of a private or sensitive nature are considered confidential. Confidential information should not be read or discussed by any volunteer.

The unauthorized disclosure of confidential information by volunteers can subject each individual volunteer and the Board to civil and criminal liability. Disclosure of confidential information to unauthorized persons, or unauthorized access to, or misuse, theft, destruction, alteration, or sabotage of such information, is grounds for immediate disciplinary action.

Volunteer Confidentiality Agreement

I hereby acknowledge, by my signature below, that I understand that confidential information, records, and data to which I have knowledge and access in the course of my volunteer work with District School Board Ontario North East is to be kept confidential, and this confidentiality is a condition of my volunteer work. This information shall not be disclosed to anyone under any circumstances. I understand that my duty to maintain confidentiality continues even after I am no longer volunteering with District School Board Ontario North East.

I am familiar with the above guideline pertaining to the use and disclosure of confidential information. I also understand that the unauthorized disclosure of confidential or proprietary information of District School Board Ontario North East could result in the end of my volunteer work with District School Board Ontario North East and possible legal action.

I hereby acknowledge and agree, by my signature below, that I understand that my volunteer service with District School Board Ontario North East is conditional upon my agreement with the guidelines noted above.

Print Name

Volunteer Signature

Date

Supervisor Signature

APPENDIX G

Parental Consent Form
(on school letterhead)

We recognize the level of interest and commitment of some students in organizing

_____ (name of activity)

Please be advised that this activity will be run by a qualified volunteer(s).

By signing this waiver, you fully understand that the activity will be coached/monitored/guided by a qualified volunteer, with the presence of school staff. The volunteer supervisor will have access to the student's medical and parental contact information as is required.

The qualified volunteer will assume all responsibilities for: permission/medical forms, participant selection, registration, fee collection, where applicable, administration, conduct, transportation, and activity schedule.

By consenting to your son or daughter's involvement in this activity, you understand that there are inherent risks in any activity. The safety and well-being of students is a prime concern and attempts are made to manage, as effectively as possible, the foreseeable risks inherent in any activity. Please call the school to discuss safety concerns related to this activity in which your son or daughter wishes to participate.

I GIVE MY CONSENT TO _____ (student's name)

from _____ (name of school)

to participate in _____ (name of activity)

Student's Name: _____ Grade: _____

Parent/Guardian Name: _____

Signature

Date