

Huron-Superior Catholic District School Board

**POLICY TITLE: VOLUNTEERS
POLICY AND PROCEDURES**

**Approved: Sept. 5/2000
Amended: Nov. 18, 2009**

POLICY NO: 4014

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POLICY

It is the philosophy of the Huron-Superior Catholic District School Board to use Volunteers to strengthen school/community relationships; support teachers in developing the full potential of each child; cultivate enriching opportunities that will enhance the quality of student learning in an environment that reflects the essence of our Catholic traditions; inspire ownership and Catholic leadership throughout the educational process; make available positive opportunities that will increase interaction between the students and community volunteers; and offer volunteers an opportunity to share their gifts/talents.

It is the policy of the Huron-Superior Catholic District School Board that volunteers who are entrusted with frequent, lengthy contact with students (i.e. coaches, tutors...) will be screened and will require a criminal records check.

It is the policy of the Huron-Superior Catholic District School Board to encourage and recognize the participation of Volunteers who support educators as they cultivate enriching opportunities for our students. The following procedures and guidelines to implement this policy are supported by the Board's Manual for Volunteers and Volunteers in Schools – Manual for Supervisors..

DEFINITIONS

A volunteer is a person who supports educators as they cultivate enriching opportunities for our students. Volunteers will serve in that capacity without compensation or employee benefits of any type, except for Liability Insurance Coverage for Volunteers as provided by Board Insurance.

A designate is a person who is identified by the Principal/Supervisor to help implement the Volunteer Procedures.

A Principal/Supervisor is a person who is responsible for a school, department or an identified area.

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VOLUNTEER PROCEDURES

A. The Role of Volunteers

NOTE: Responsibility for curriculum delivery *is reserved to those qualified under the Education Act.*

The Volunteer:

- shall be responsible to the principal/supervisor and/or designate of the school/ department
- supports educators in providing an enduring education
- reverences the dignity of each person
- maintains and respects confidentiality
- participates in training sessions as required
- informs appropriate personnel in case of absence or withdrawal of service
- respects communication protocols

Sample Activities:

NOTE: *All activities must be conducted under supervision.*

Volunteers may assist in such activities as:

- setting up equipment and materials
- creating displays
- helping with winter activities i.e. tying skates
- collecting fund raising, lunch money etc.
- photocopying
- developing school newspapers
- independent coaching in collaboration with a designated teacher
- using their individual expertise to enhance curriculum i.e. firefighter, police, nurse, artist or craft person
- cultural activities
- field trips
- library / book room
- assisting with literacy and numeracy activities
- computer and technology supervision and support
- instructional games
- liturgical celebrations

B. Responsibilities of Principal/Supervisor

NOTE: *The principal/supervisor is ultimately responsible for volunteers.*

The role of the principal is:

"to assign to a person who volunteers to serve without remuneration such duties in respect of the school as are approved by the board and to terminate such assignment." (S. 171 (1) 4. Education Act) 2007.

The principal/supervisor, as required:

- assesses the need for volunteers in consultation with the teachers
- assists in recruitment of volunteers
- interviews volunteers
- requests and keep records of necessary criminal records check
- provides volunteer in-service that educates the volunteer on policies, procedures, building and facility orientation, volunteer log, confidentiality, school calendar, routine changes and most importantly on the values of the Huron-Superior Catholic District School Board as stated in our mission(see *Handbook for Volunteers*)
- provides information to the parents regarding the school's volunteer program
- encourages and supports welcoming and respectful relationships between the volunteer, staff, students and parents
- monitors the volunteer program and addresses any concerns that may arise
- appropriately recognizes and celebrates volunteers

C. Responsibilities of Teacher/Designate

The teacher/designate, as required:

- consults with the principal regarding the need for volunteers and assists in recruitment
- trains and instructs volunteers on routines and procedures
- ensures confidentiality and privacy of student information
- encourages and supports welcoming and respectful relationships between the volunteer and students
- monitors the volunteer program and addresses any concerns that may arise
- appropriately recognizes and celebrates volunteer contributions
- assists in maintaining volunteer logs

INSURANCE

Under Section 5.8 Insured, in the OSBIE LIABILITY POLICY, the term "Insured", means the following:

"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, school council member, chaperon or member 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)

For Volunteer Drivers - The School Board Policy provides excess liability insurance over and above the owner's primary insurance.

"Employees, trustees, volunteers, parents, students, and other individuals are protected while operating a vehicle not owned by them on board business. Further, they are protected while operating their own vehicle on board business, such as field trips. Driving to and from work is not considered board business. Again, coverage is in excess of any vehicle owner's insurance coverage." OSBIE 2007. (Refer to Field Trip Policy #5003).

ADOPTED

Regular Meeting of the Board Sept. 5, 2000
Motion B-81

REVISED

Regular Meeting of the Board November 18/09
Motion B-87

DISTRIBUTION

- i) Trustees
 - ii) Administration
 - iii) Principals
 - iv) School Councils
 - v) O.E.C.T.A.
 - vi) C.U.P.E.
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