



Huron-Superior Catholic

DISTRICT SCHOOL BOARD

PROCEDURAL GUIDELINES VOLUNTEERS

In keeping with O. Reg. 521/01, the Huron-Superior Catholic District School Board requires all volunteers who are entrusted with frequent, lengthy contact with students (e.g., coaches, tutors, fundraisers) to undergo and produce a Police Criminal Records Check.

The Huron-Superior Catholic District School Board permits principals and supervisors "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." Such permission is granted in S. 171 (1) 4 of the Education Act.

The following procedural guidelines are supported by the Board's Manual for Volunteers and Volunteers in Schools – Manual for Supervisors.

A. Definitions

A volunteer is a person who supports educators as they cultivate enriching opportunities for our students. Volunteers serve in their capacity without compensation or employee benefits of any type, except for Liability Insurance Coverage for Volunteers, as provided by Board Insurance. A Principal/Supervisor is responsible for a school, department or an identified area. A designate is someone identified by the Principal/Supervisor to help implement the Procedural Guidelines.

B. The Role of Volunteers

Volunteers:

- are responsible to the principal/supervisor and/or designate of the school or department;
- support educators in providing an enduring education;
- reverence the dignity of each person;
- maintain and respect confidentiality;
- participate in training sessions, as required;
- inform appropriate personnel in case of absence or withdrawal of service;
- respect communication protocols; and
- may assist in conducting activities, provided they are supervised (see samples below).

Samples of supervised activities with which volunteers may assist include:

- photocopying and/or setting up equipment and materials;
 - creating displays;
 - helping with winter activities (e.g., tying skates);
 - collecting funds (e.g., lunch money, fundraising efforts);
 - developing school newspapers;
 - independent coaching, in collaboration with a designated teacher;
- sharing individual expertise (e.g., nurse, artist, craftsperson) to enhance curriculum;
- assisting with the organization and/or running of cultural activities;
 - chaperoning field trips;
 - helping in the library / book room;
 - assisting with literacy and numeracy activities;
 - supporting the use of computers and technology;
 - assisting with breakfast programs;
 - playing instructional games; and
 - participating in liturgical celebrations.

Volunteers are NOT responsible for curriculum delivery; this role *is reserved for those qualified under the Education Act.*

C. Responsibilities of Principals/Supervisors

Principals/supervisors are ultimately responsible for volunteers. It is the responsibility of principals/supervisors to fulfill the following roles, as required:

- assess the need for volunteers, in consultation with the teachers;
- assist in recruiting volunteers;
- interview volunteers;
- request and keep records of required Police Criminal Records Checks and Offence Declarations;
- provide in-service educating volunteers on policies, procedures, buildings and facilities, logs, confidentiality, health and safety, school calendars, routine changes, and the values of the Huron-Superior Catholic District School Board, as stated in our mission (*see Manual for Volunteers*);
- encourage and support welcoming and respectful relationships between volunteers, staff, students and parents;
- provide information to parents regarding the school's volunteer program;
- assign volunteers to supervised activities;
- monitor the volunteer program and address any concerns that may arise;

- terminate volunteer assignments, where appropriate;
- appropriately recognize and celebrate volunteers.

D. Responsibilities of Teachers/Designates

Teachers/designates will fulfill the following roles, as required:

- consult with the principal regarding the need for volunteers and assist in recruitment;
 - train and instruct volunteers on routines and procedures;
 - ensure confidentiality and privacy of student information;
- encourage and support welcoming and respectful relationships between volunteers and students;
- monitor the volunteer program and addresses any concerns that may arise;
 - assist in maintaining volunteer logs;
- appropriately recognize and celebrate volunteer contributions.

E. Insurance

Under Section 5.8 Insured, of the OSBIE LIABILITY POLICY (2012), the term “Insured”, refers to:

“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.”

For Volunteer Drivers, the Board’s insurance 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.

Additional information about insurance for volunteers may be found in the Board’s Policy 5003 – Field Trips.