

# NIPISSING-PARRY SOUND CATHOLIC DISTRICT SCHOOL BOARD

## PARENT AND COMMUNITY VOLUNTEERS

AS 26.1  
July 2017

### **POLICY:**

It shall be the policy of the Nipissing-Parry Sound Catholic DSB to support and encourage the involvement of volunteers in its schools as valued partners in assisting staff to enrich the learning experience of our students within a Christ-centered learning environment, while recognizing the following:

That the personal interests, background and commitment of volunteers enhance the programs, services and educational opportunities for all of our students.

That the Board provide a safe and secure learning environment for our students, staff and volunteers while creating inviting Catholic sites of excellence.

That a volunteer is an individual who, with the approval of the principal and/or board staff agrees to undertake without pay, a designated task which supports the learning and/or the improvement of student welfare within a classroom, a school or in a system-wide setting.

### **PROCEDURE:**

- 1.1 The principal is authorized by the Board "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." (Education Act, R.S.O.1990, c.E.2, Section 171 (1) 4).
- 1.2 Responsibility of the Principal and/or Designate
  - Determining the volunteer needs for the school in consultation with staff and the school council.
  - The recruitment, selection and screening of volunteers, including obtaining a Criminal Record Check for all volunteers.
  - Approving the task and assignment of volunteers.
  - The orientation and training for volunteers.
  - The supervision, review and evaluation of volunteers.
  - The recognition of volunteers.
  - The termination of volunteers if necessary.

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**GUIDELINES FOR SCHOOL ADMINISTRATORS**

**1. Determining Volunteer Needs**

- The principal will consult with the school staff and the Catholic School Council to determine needs, preferences, tasks and assignments which could be supported with the assistance of a volunteer, and will develop a list of specific volunteer activities. (See Appendix A)
- The principal will address any concerns about the volunteer program including concerns regarding confidentiality, health and safety, liability, and supervision related issues.

**2. Recruitment, Selection, and Screening Process**

**Recruitment**

- The principal will invite parents/guardians and interested community members to volunteer in their schools. (See Appendix B)
- Principals may wish to have all interested individuals complete a volunteer recruitment survey. (See Appendix C)

**Selection**

- In selecting a volunteer, the principal will consider at least some of the following: skills, knowledge, background experiences - e.g. work, community, personal
- interview results and references.
- In consultation with the staff receiving the volunteer, the principal will determine the best 'fit' for the volunteer's placement.

**Screening**

- 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, and the degree of direct supervision of the volunteer.
- New volunteer applicants must be interviewed by the principal. This can be an informal process for candidates who are well known to the school. A more formal process is encouraged for candidates new to volunteering at the school.
- 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 employees, will screen and approve the volunteer candidate.
- 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 checked by the principal.
- All volunteer candidates where 'direct and regular' contact occurs with students are to provide a Criminal Background Check within the previous six months and present the result of the check to the principal.
- 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.

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- The principal will collect, on an annual basis, an Offence Declaration from all volunteers who continue to be involved in coaching, overnight field trips and situations where 'direct and regular' contact occurs with students. (See Appendix D)
- All volunteers must sign a confidentiality form. This form will be retained by the principal. (See Appendix E)
- The principal may want to have the volunteer sign a volunteer contract (see Appendix F)
- The principal, on behalf of the Board, will retain the right to accept or decline any volunteer's offer of service.
- If the decision is not to proceed, the principal will send a letter of rejection to the volunteer.

### 3. Approving the Task/Assignment

- The principal must clearly define and describe the tasks and expectations for the volunteer.
- Every volunteer will demonstrate a clear understanding of the procedures to be followed if they encounter any difficulties with students. Volunteers will be made aware of health and safety issues, legal liability, reporting abuse procedures, and emergency procedures - e.g. fire drill, etc.

### 4. Training and Orientation

- All volunteers will be properly welcomed and provided with essential information. A tour of the school, introduction to staff, and an orientation workshop is essential for new volunteers.
- The principal will provide an orientation for the volunteer, which includes:
  - a. expectations and role description of the task/assignment
  - b. a copy of relevant and related school rules and routines - e.g. student code of behaviour, emergency procedures, etc.
  - c. school administration procedures relevant to volunteers - e.g. sign-out and sign-in procedures, bell times, notification of absence, coffee breaks, lunch breaks, key telephone numbers, school calendar, etc.
  - d. a review of procedures related to discipline issues
  - e. a review of procedures and protocol for use of school equipment - e.g. photocopier, gym storage, etc.
  - f. a review of legal liability issues, confidentiality issues, disclosure of abuse of a student, health and safety procedures
  - g. 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.

### 5. Supervision, Review, and Evaluation

- The principal will be responsible for the actions and activities of any volunteer within his/her school or working with students in co-curricular/extra-curricular activities, and the supervision of the volunteers.

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- 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.
- 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.
- 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.

**6. Review of Volunteer Program**

- The principal will undertake an annual audit/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 G)

**7. Recognition of Volunteers**

- Recognition of volunteers will vary from school to school as determined by the principal and staff. Suggestions for acknowledgment by the school staff are:
  - a. encouragement, praise, and thanks on a regular basis
  - b. acknowledge contribution through the school newsletter
  - c. annual school recognition assembly, event, luncheon, etc.
  - d. invitation to special school events.

**TEACHER VOLUNTEER SURVEY**  
**How Could a Volunteer Help You?**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Please complete this survey and return it to the office. This information will be used to match potential volunteers to your specific needs.

I do not wish to use volunteers at this time

I need someone who is willing to:

- assist with fundraising activities
- create classroom materials
- assist with coaching
- assist with field trips
- support student learning in the classroom (i.e. read to students; art activities)
- other \_\_\_\_\_

Please indicate the time commitment that would be required:

- Every day       once a week       once a month       \_\_\_\_\_



*Date*

Dear Parents and Friends

**Re: Volunteer Program**

Volunteers are the heart of a school community.

\_\_\_\_\_ School is looking for interested volunteers who would like to share their time and talents with the staff and students of our school. Volunteers strengthen and enrich educational programs and foster cooperation among all the partners in our Catholic school community.

Our school welcomes volunteer involvement in a variety of areas and capacities. Volunteers may provide short term or long term commitment to such things as supervising on field trips, serving as a guest speaker, assisting with Safe Arrival, or helping to run special events such as book fairs.

Volunteers derive a great sense of fulfillment and satisfaction from their work and our school life is certainly very much enhanced by their generous efforts.

If you are interested in learning more about volunteering in our school, we would be delighted to hear from you. Please request a volunteer recruitment survey from the school office, and return at your earliest convenience.

We look forward to discussing with you how together we can enhance our school community.

Sincerely

*Principal's Signature*

**SAMPLE VOLUNTEER QUESTIONNAIRE**

As a school volunteer, you help through the giving of your time, service and skills. Please complete the following and return it to the office:

I have an interest in the following area(s):

- |  |   |
|--|---|
| <input type="checkbox"/> Assisting with field trips          | <input type="checkbox"/> School projects (concerts, etc.) |
| <input type="checkbox"/> Book fairs                          | <input type="checkbox"/> Classroom projects               |
| <input type="checkbox"/> School Council                      | <input type="checkbox"/> Homework Club                    |
| <input type="checkbox"/> Special activities (play day, etc.) | <input type="checkbox"/> Computers (publishing, etc.)     |
| <input type="checkbox"/> Listening to children read          | <input type="checkbox"/> Coaching                         |
| <input type="checkbox"/> Arts and crafts                     | <input type="checkbox"/> Safe Arrival                     |
| <input type="checkbox"/> Other _____                         |   |

I am available on the following days and times (please circle):

Monday	Tuesday	Wednesday	Thursday	Friday
am/pm	am/pm	am/pm	am/pm	am/pm

I am available for the entire school year (September to June):

- Yes                       No \_\_\_\_\_  
(period available)



**OFFENCE DECLARATION**  
**for the 20\_\_ - 20\_\_ school year**

The personal information you provide on this form is collected by the Nipissing-Parry Sound Catholic District School Board under the authority of the Education Act (R.S.O. 1990 c.E.2) ss.58.5, 265 use and 266 as amended. The information will be used for School and Board operations including but not limited to student registration, staff and resource allocation and to provide information to employees where necessary to support them in carrying out their job duties. In addition, the information may be used to deal with matters of health and safety or discipline and may be required to be disclosed in compelling circumstances, for law enforcement matters or in accordance with any other Act. The information will be used in accordance with the Education Act, the regulations, and guidelines issued by the Minister of Education governing the establishment, maintenance, use, retention, transfer and disposal of pupil records. For questions about this collection, please contact your school Principal.

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

S.I.N.: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**I DECLARE**, since the last Criminal Background Check collected by this Board or the Ontario College of Teachers, as the case may be, or since the last Offence Declaration given by me to this Board, that:

- I have NOT been convicted of any criminal offences under the Criminal Code of Canada.
- I have been convicted of the following criminal offences under the Criminal Code of Canada for which a pardon under Section 4.1 of the Criminal Code of Canada Records Act of Canada has not been issued or granted to me.

**I FURTHER DECLARE**, that in the last three years and other than as disclosed in a prior Offence Declaration given by me to the Board:

- I have NOT in the last year received an absolute discharge or in the last three years received a conditional discharge following a finding of guilt in respect of an offence under the *Criminal Code of Canada* up to and including the date of this declaration for which a pardon has not been issued or granted under the *Criminal Records Act (Canada)*.
- I have in the last year received an absolute discharge or in the last three years received a conditional discharge following a finding of guilt in respect of an offence under the *Criminal Code of Canada* up to and including the date of this declaration for which a pardon has not been issued or granted under the *Criminal Records Act (Canada)*.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





**LIST OF OFFENCES: (USE SEPARATE SHEET IF NECESSARY)**

Name: \_\_\_\_\_

1.   A.   Date:       \_\_\_\_\_

      B.   Court Location: \_\_\_\_\_

      C.   Offence:     \_\_\_\_\_

2.   A.   Date:       \_\_\_\_\_

      B.   Court Location: \_\_\_\_\_

      C.   Offence:     \_\_\_\_\_

3.   A.   Date:       \_\_\_\_\_

      B.   Court Location: \_\_\_\_\_

      C.   Offence:     \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**PARENT AND COMMUNITY VOLUNTEERS**  
**Confidentiality Form**

In the course of your volunteer activities in the Nipissing-Parry Sound Catholic District School Board you may learn intimate personal facts about students, their families and staff members.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, the privacy of the students, their families and staff members must be respected.

**Protection of Confidential Information**

I, \_\_\_\_\_, have been made aware that as a volunteer  
(print name)

I may be privy to confidential information while working with students and staff in the Nipissing-Parry Sound Catholic DSB. Whether or not such confidential information may be available to me in the normal performance of my duties, occasionally or inadvertently, the confidentiality will be respected.

I understand that confidential information which shall be disclosed to me or which may come to my knowledge may not be divulged within or outside the school unless authorized in writing by the school Principal or the parent/guardian.

\_\_\_\_\_  
Parent/Community Volunteer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date



## **VOLUNTEER CONTRACT**

The personal information you provide on this form is collected by the Nipissing-Parry Sound Catholic District School Board under the authority of the Education Act (R.S.O. 1990 c.E.2) ss.58.5, 265 use and 266 as amended. The information will be used for School and Board operations including but not limited to student registration, staff and resource allocation and to provide information to employees where necessary to support them in carrying out their job duties. In addition, the information may be used to deal with matters of health and safety or discipline and may be required to be disclosed in compelling circumstances, for law enforcement matters or in accordance with any other Act. The information will be used in accordance with the Education Act, the regulations, and guidelines issued by the Minister of Education governing the establishment, maintenance, use, retention, transfer and disposal of pupil records. For questions about this collection, please contact your school Principal.

1. I have been provided with a Volunteer's Information Package and I understand that it is my responsibility to become familiar with and act in accordance with its contents.
2. I have been provided with an orientation to the school and I agree to act in accordance with the norms and expectations of the school.
3. I agree to follow the directions provided by the principal regarding my assigned volunteering duties.
4. I agree to respect and act in accordance with Board policy and procedures and related laws designed to ensure fair treatment and well being of individuals (e.g., Health & Safety, Safe Schools, Personal and Sexual Harassment, Suspected Child Abuse, Antiracism and Ethnocultural Equity, Municipal Freedom of Information and Protection of Privacy).

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Signature of Principal

Phone \_\_\_\_\_

School Phone \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

**SAMPLE VOLUNTEER PROGRAM EVALUATION\***

- |    |  |     |    |
|----|--|-----|----|
| 1. | Do you think the volunteer enjoyed the task that you assigned?   | Yes | No |
| 2. | Did you find the support of the volunteer beneficial to your program?  | Yes | No |
| 3. | Did you have enough time to orient, train and assist the volunteer?  | Yes | No |
| 4. | Did you feel that the students appreciated the volunteer's assistance?   | Yes | No |
| 5. | Did you feel that the volunteer achieved a sense of accomplishment in working with the students in your class or area? | Yes | No |
| 6. | Did you think that the volunteer felt welcomed in the school?  | Yes | No |

7. Other comments about the volunteer program:

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8. What are some other ways that volunteers may assist us at this school?

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**\*This evaluation form should be completed by teachers who had the assistance of a volunteer during a school year.**