



## ADMINISTRATIVE GUIDELINE

Title: Volunteers

Effective Date: Revised November 2008 Responsibility: Superintendent of Business

### 1.0 Rationale

A school is only as strong as the link it forms with its community. Successful schools involve the community so there is a collective sense of ownership in the educational process. They make creative use of material resources found locally and benefit from the skills, knowledge and creativity of volunteers and other people resources. The schools with act volunteer programs recognize the need to actively pursue recruitment, training and deployment of volunteers.

Volunteers enrich the lives of students and assist teachers who accept their help with an endless variety of tasks. The volunteers are responsible to the principal of the school and engage in activities that complement the work of staff members but never assume the teacher's responsibility for decision making in the areas of pupil assessment, prescription of learning expectations, or evaluation of school personnel, pupils or programs.

The purpose of this guideline is to encourage the use of volunteers in schools, to outline parameters for effective volunteer programs, and to provide pertinent information on the use and supervision of volunteers

### 2.0 Creating an Environment for Volunteers

The entire school staff forms the cornerstone of a successful volunteer program. Staff commitment arises from the recognition of the effectiveness of using volunteers and from involvement in the design of a school's volunteer program. Such programs create positive environments for volunteers so they feel needed and welcome. Some schools have a coordinator of volunteers and a handbook for new volunteers to enhance the volunteer's understanding of the school's ~~its~~ and policies.

### 3.0 Identifying Needs for Volunteer Assistance

The next step is to identify specifically and in writing areas where volunteer support can enrich the school programs. These areas might include: long term needs; special needs for the current school year (e.g., school trips, musicals or drama productions, field days); the needs of specific classes; the needs of the library resource centre; the needs of individual students; and unique needs of the particular school.

#### 4.0 Recruitment of Volunteers

Recruitment usually begins with the most accessible group of potential volunteers, the parents. Beyond that valued group is usually a rich resource of people in the community. They might be senior citizens, young retirees, ~~part~~ workers, coop students and students completing the requirement of 40 hours of community service to meet their secondary school graduation requirements, church members, and service club members along with businesses who may have the potential for generating volunteers (~~adoption~~ of the school). There will be at least three groups of volunteers: who can offer their services on a regular basis, those who volunteer for specific events, and those who offer training in a specific skill for a specified time.

General methods of recruiting include personal, indirect, and organizational.

- i. The response to personal recruitment will come from parents, friends of parents and/or teachers, and neighbors. Personal contacts can be made at an open house, through the school newsletter, or by telephone. Volunteers will respond also to the suggestion of "bringing a buddy/friend" to increase their comfort levels.
- ii. Indirect recruitment may involve a form letter, posters in strategic places in the community, newspaper ads, church bulletin ads, public service announcements, and other methods.

time elapsed since the conviction, rehabilitation efforts and behavior since the offense was committed. (These are the same factors used by the Ontario College of Teachers for applicants to the teaching profession.) A criminal reference check for one school is valid at other schools.

ii Personal Reference Checks

Volunteers will be asked to provide the names of at least two people who will provide personal references. These references will be checked and documented before the volunteer assumes any duties at the school.

iii Exemptions

Coop students and the volunteers who accept them into their organizations are exempted from criminal reference checks. The students are already in the school system and are directly supervised by the coop teachers.

iv Security

Criminal reference checks will be filed in a secure location within the school.

## 6.0 Orientation for Volunteers

Teachers, parents and students should be given the opportunity to understand what a volunteer program will mean for each of them. Orientation procedures need not be extensive but shall include the following components:

- i. Safety Volunteers need to receive orientation on safety factors within the school. They need to know school routines, rules for student behaviour, the source(s) of first aid assistance, and the supervision/monitoring that will be in place for them. There may be other safety factors within the individual school that should be part of the volunteer's orientation, and these will be addressed by the staff.
- ii. Clarity: Address program expectations and/or the specifics of the volunteer assignment, and ensure that staff members fully utilize the volunteers while they are available to honor their commitment to the school;
- iii. Confidentiality Volunteers will be asked to complete and sign the Board's "Confidentiality Form" (attached);
- iv. Reliability: Volunteers are expected to adhere to commitments of time unless there are extenuating circumstances; and
- v. Communications: Volunteers must know to whom they communicate directly and be aware of the school protocols.

## 7.0 Recognition of Volunteers

The school should consider various means of recognizing volunteers for their support of students and programs. Such recognition might be for specific achievements or might take the form of an annual appreciation event.

Reliability

## 8.0 Liability and Insurance Issues

The school has the responsibility to screen and train volunteers. Criminal reference checks will be completed. Training should include playground rules, policies of acceptable discipline, issues of confidentiality, and emergency procedures. Volunteers shall be provided with a copy of this guideline and/or a school handbook. Volunteers who have not been trained may endanger the safety of students and be liabilities for the staff. They may also be at risk of injury to themselves; therefore, training is essential. Good training will ensure the safety of volunteers as well as the safety of the students under the supervision of the volunteers. Volunteers are protected by the Board's liability insurance against lawsuits arising out of their duties for the Board. Coverage only applies when the volunteer is carrying out duties assigned by the school authorities (i.e., staff members). Volunteers are not covered by accident insurance nor by the Workplace Safety and Insurance Act through the Board.



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\_\_\_\_\_, Chair

\_\_\_\_\_, Director of Education

CONFIDENTIALITY FORM  
for  
VOLUNTEERS/SCHOOL COUNCILS

In the course of your activities with the Near North District School Board schools, you may learn personal facts about students, their families and staff members.

Because the privacy of students, their families and staff members must be respected, confidentiality is of prime importance.

Protection of Confidential Information

I, \_\_\_\_\_, have been made aware of the confidential nature of information when working with students and staff in the Near North District School Board's schools. 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, the staff member or the parent/guardian of a student. In the event that confidentiality is breached, I may be required by the principal to relinquish my duties.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Effective Date:

Responsibility:

Our mission is to educate learners to their fullest potential in preparation for life.

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- 4.4.2 The principal and all staff of the school will ensure that volunteers:
- a) are assigned responsibility for the supervision of pupils or the delivery of programs without the supervision of a teacher in the circumstances described in 4.5.2;
  - b) are not utilized to assist the staff in the performance of their roles;
  - c) are not used in the evaluation of students, school personnel or program or made a party to any formal evaluation regarding students, teachers, families or staff unless specifically released by the Board of Education in their duties as specifically released by the Freedom of Information Act and the Protection of Privacy Act;
  - d) treat as confidential personal information they may acquire in the course of their involvement in the school.

#### 4.5 Supervision of Students in Physical Education/Sports Activities

4.5.1 Volunteer coaches may, at the discretion of the principal and under the direct supervision of a regular staff member, participate in extracurricular physical education activities.

4.5.2 Under exceptional circumstances, with the approval of the principal of the school and the Superintendent of Program and Schools, teams may be coached by volunteers without teacher supervision. These volunteers must be at least 22 years of age. Community volunteers will be subject to the high risk screening process described in 4.8 below. All non-



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## PARENTAL CONSENT FORM

We recognize the level of interest and commitment of some students in organizing a \_\_\_\_\_ team, but we are not able to meet school requirements of a teacher for this team/club.

There will be a qualified coach/leader, \_\_\_\_\_ and \_\_\_\_\_ other parents volunteers who will assume all responsibility for: team selection, registration, fee collection, administration, conduct, transportation, practices and final games/events. This team/club will be subject to a mid-season review by the Principal which will consider team/player/participant conduct and commitment to the program.

\_\_\_\_\_ has met all of the requirements set out in the policies of the Near North District School Board to supervise students in activities. This person is recommended for the position by the Principal and Superintendent of Program and School

By signing this waiver, you as a parent understand fully that no staff member will be present at or responsible for any practice or game of this team/club. You understand that the team may not

## VOLUNTEER INTERVIEW FORM

### General Data

Date:		
First Name:	Last Name:	
Address:		
City:	Province:	Postal Code:
Home Telephone:	Bus. Telephone:	email:
Emergency Contact:		
Home Telephone:	Bus. Telephone:	

You must provide a recent criminal record check.





## Attachment 2(b)

### VOLUNTEER COACHING APPLICATION

1. Please describe your previous coaching experience in \_\_\_\_\_  
(specific Sport) as well as coaching experience in any other sport. Include number of years you have coached, age range of players, competitive nature of league and any other details you think are pertinent \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- 2(a) Describe current certification and/or qualifications you hold which would be relevant to coaching. \_\_\_\_\_  
\_\_\_\_\_
  
- 2(b) Describe other coaching professional development sessions you hold which would be relevant to coaching \_\_\_\_\_  
\_\_\_\_\_
  
- 2(c) Do you have St. John Ambulance Emergency/Standard First Aid certification or equivalent? \_\_\_\_\_ Expiry date of certificate \_\_\_\_\_.
  
3. What are the three primary goals that you are trying to achieve as a coach?
  1. \_\_\_\_\_  
\_\_\_\_\_
  2. \_\_\_\_\_  
\_\_\_\_\_
  3. \_\_\_\_\_  
\_\_\_\_\_
  
4. Have you ever been convicted of any offense under the Criminal Code of Canada for which a pardon has not been granted? Yes ( ) No ( )  
If yes, please explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
5. Do you understand/support the principles of the "fair play" philosophy in athletics?  
Yes ( ) No ( )  
Explain how you would apply these principles to your coaching role. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## Appendix 3

### VOLUNTEER REFERENCE CHECK

Note: Freedom of Information and Protection of Privacy Release is required before any references may be contacted. Please address each area, noting areas of strength but also of concern, discrepancies and 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 you are the candidate's supervisor (in a paid or unpaid position) please comment on the following: (otherwise proceed to number 5)

Duties/Responsibilities:

\_\_\_\_\_  
\_\_\_\_\_

Punctuality/Attendance:

\_\_\_\_\_  
\_\_\_\_\_

Please comment on the candidate's:

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## SCHOOL/VOLUNTEER AGREEMENT

School: \_\_\_\_\_

Class (or Activity):

Volunteer directly responsible to: \_\_\_\_\_

1 (a) Volunteer Position: \_\_\_\_\_

1 (b)

6. The Volunteer agrees to:
- a) respect the confidentiality of all information that may be received regarding any pupils or staff while a volunteer;
  - b) notify the appropriate person at school as soon as possible when circumstances necessitate his/her absence (either planned holidays, illness, etc.);
  - c) act in accordance with the norms and expectations of the school as provided in the orientation to the school.
  - d) hold the Near North District School Board harmless from injuries which may be sustained while undertaking volunteer duties for the Board.

The school agrees to:

- a) provide both initial orientation and ongoing training and support for the volunteer;
- b) show respect and appreciation by giving the volunteer a suitable assignment in line with his/her area of interest and skills;
- c) inform the volunteer in advance of all schedule changes (holidays, special events, etc.).

Signed:

\_\_\_\_\_

Date

\_\_\_\_\_

Volunteer



