



York Catholic District School Board

Policy No.	708
Section:	Community
Approved:	August 27, 2002
Review Date:	
Implementation:	Director of Education

POLICY:

VOLUNTEERS IN SCHOOLS

POLICY STATEMENT:

The York Catholic District School Board recognizes that volunteers are valued partners in assisting staff to enrich the learning experience in a dynamic and diverse Christ-centred community.

It is recognized that the personal interests, background and commitment of volunteers enhance the programs, services and educational opportunities for our students.

It is the intent of the Board to promote a safe and secure school and working environment for students, staff and volunteers while providing an inviting educational environment for each school community.

It is understood that a volunteer is a person who serves without remuneration and shall not be used to perform the duties of any York Catholic District School Board employee. Co-operative Education students are not considered to be volunteers for the purposes of this Policy and the accompanying procedures.

The policy will be administered as defined in the document, entitled **“Procedures and Guidelines - Volunteer Programs in the York Catholic District Schools”**.

<p style="text-align: center;">CROSS REFERENCE Procedures and Guidelines Volunteer Programs in York Catholic District Schools</p>

York Catholic District School Board

**PROCEDURES AND GUIDELINES
VOLUNTEER PROGRAMS
IN YORK CATHOLIC DISTRICT SCHOOLS**

(Cross Reference Policy 708 Section: Community)



Susan F. LaRosa
Director of Education & Secretary

Elizabeth Crowe
Chair of the Board

1.0 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 The principal is responsible, subject to existing guidelines for:
 - a) determining the volunteering needs for the school, in consultation with staff and the school council,
 - b) the recruitment, selection and screening of volunteers,
 - c) approving the task and the assignment of the volunteers,
 - d) the training and orientation of the volunteers,
 - e) the supervision and evaluation of the volunteers,
 - f) the evaluation of the volunteer program, and
 - g) the recognition of the volunteers.

2.0 GUIDELINES FOR SCHOOL ADMINISTRATORS:

2.1 Determining Volunteering Needs

- 2.1.1 Principals should consult with the school staff and the Catholic school council to determine needs, preferences and tasks/assignments which could be supported with a volunteer and develop an inventory list. (See Appendix A - Sample Teacher Volunteer Survey)
- 2.1.2 Principals should address any staff concerns about the volunteer program. Staff may have concerns regarding respect of confidentiality, health and safety, liability, and supervision related issues. Please refer to Appendices for additional information.

2.2 Recruitment, Selection and Screening

- 2.2.1 The recruitment, selection and screening process is aimed at filling the needs of the school while also filling the individual needs of the volunteer.
- 2.2.2 The Board and its employees have a high “duty of care” under the *Education Act*. This duty of care cannot be delegated to volunteers.
- 2.2.3 Recruitment
 - a) Principals should extend an invitation to parents/guardians to volunteer in their schools. (See Appendix B - Sample Volunteer Invitation or Letter)
 - b) Principals may wish to have all interested individuals complete a volunteer recruitment survey. (See Appendix B2 – Sample Volunteer Recruitment Survey)

2.2.4 Selection

- a) In selecting a volunteer, Principals will consider at least some of the following:
 - i) skills, knowledge
 - ii) past and background experiences, i.e. work, community, personal,
 - iii) interview results, and
 - iv) references
- b) The principal should, in consultation with staff inviting volunteers, determine the best “fit” for the volunteers’ placements. Generally a parent/guardian volunteer is not placed as a volunteer in a classroom with his/her own children.

2.2.5 Screening

- a) The depth and degree of screening by the principal will be dependent upon the volunteering activity, the extent of interaction with and responsibility for students, and the degree of direct supervision of the volunteer.
- b) 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 interview will be particularly helpful for candidates new to volunteering at a school.
- c) When parents/guardians or grandparents who wish to volunteer in their home school are well known within the school community the principal, in consultation with all employees, should be able to screen and approve the volunteer candidate. The knowledge that teachers and other staff members have about prospective volunteers should be considered.
- d) For volunteers from the community who are not parents/guardians or grandparents of students attending the school, a higher level of screening is required. These volunteer candidates should provide three references which will be checked by the principal.
- e) Volunteer Candidates involved with coaching, overnight field trips and situations where “direct and regular” contact occurs with students are to provide a Criminal Background Check within the previous six months and a recent negative TB test. (See Appendix C1 CPIC Request Form and Appendix C2 York Region Police Volunteer/Applicant Screening Request Form). Principals are to collect on an annual basis an Offence Declaration from volunteers who continue to be involved in coaching, overnight field trips and situations where “direct and regular” contact occurs with students. (Appendix C3 Volunteer Offence Declaration).
- f) A volunteer contract may be signed by the volunteer at the principal’s discretion. (See Appendix E sample Volunteer Contract)
- g) The principal and/or staff retains the authority to accept or decline any volunteer’s offer of service.

2.3 Approving the Task/Assignment

- 2.3.1 The principal must clearly define and describe the tasks and expectations for the volunteer.
- 2.3.2 Every volunteer must demonstrate a clear understanding of their activities, duties, responsibilities, rights and the parameters of their involvement.
- 2.3.3 Volunteers should demonstrate a clear understanding of the procedures to be followed if they encounter any difficulties with students. Volunteers must be made aware of health and safety issues, legal liability, reporting abuse procedures, and emergency procedures, e.g. fire drill.

2.4 Training and Orientation

- 2.4.1 All volunteers need to be properly welcomed and provided with essential basic information. A tour of the school, introduction to staff and orientation workshop is essential, especially for new volunteers. (See Appendix F School Volunteer Orientation Workshop - sample agenda)
- 2.4.2 Principals will provide an information orientation package for volunteers which should include:
 - a) expectations and role description of the task assignment
 - b) a copy of relevant and related school rules and routines, i.e. student code of behaviour, emergency procedures, etc.
 - c) a review of procedures related to discipline issues
 - d) a review of procedures and protocol for use of school equipment, i.e. photocopier, gym storage
 - e) a statement concerning legal liability (See Appendix G1)
 - f) a statement concerning confidentiality issues (See Appendix H)
 - g) a statement on disclosure of abuse by a student (See Appendix I)
 - h) a review of procedures related to health and safety issues (See Appendix J1 & J2)

2.5 Supervision and Review

- 2.5.1 The principal is ultimately responsible for the actions and activities of any volunteer within the school or working with students in co-curricular/extra-curricular activities, and the supervision of the volunteers.
- 2.5.2 It is essential that the work of volunteers is carefully monitored and supervised as a protection for our students and in the best interest of our volunteers.
- 2.5.3 It is essential to monitor the activities of individual volunteers and to regularly provide them with feedback. As well, adjustment to activities,

training and further follow-up may be necessary.

- 2.5.4 The performance of volunteers should be reviewed as determined by the Principal. The length and detail of the review must 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 itself.

2.6 Review of the Volunteer Program

- 2.6.1 Periodic monitoring and review of the overall volunteer program is necessary to measure its impact and provide input to make adjustments necessary to its ongoing success. (See Appendix K - Sample Program Evaluation Survey).
- 2.6.2 A biannual audit/evaluation of the volunteer program will be undertaken by the Principal. Input from participating volunteers, staff, and school council will be most helpful to review parameters, scope and needs for the school.

2.7 Recognition of the Volunteers

- 2.7.1 The efforts and assistance of the volunteers should be recognized. Volunteers are giving of their time, energy, skills and resources.
- 2.7.2 The type of recognition may vary from school to school. Some suggestions for acknowledgment by the school staff are:
- a) encouragement, praise and thanks on a regular basis
 - b) acknowledging contributions through the school newsletter
 - c) annual school recognition assembly, event, luncheon, etc.
 - d) invitation to special school events

POLICY 708: VOLUNTEERS IN SCHOOLS

LIST OF APPENDICES *

Appendix A	Teacher Volunteer Survey
Appendix B1	Volunteer Invitation or Letter
Appendix B2	Volunteer Recruitment Survey
Appendix C1	Request For Police Records Check for Volunteering Candidate
Appendix C2	YR Police Vulnerable Sector Screening
Appendix C3	Volunteer Offence Declaration
Appendix D	Volunteer Emergency Contacts
Appendix E	Volunteer Contract
Appendix F	School Volunteer Orientation Workshop
Appendix G1	Statement of Liability Insurance
Appendix G2	Volunteer Driver Form
Appendix H	Statement About Confidentiality & Privacy
Appendix I	Statement on Disclosure of Abuse by a Student to a Volunteer
Appendix J1	Statement on Health and Safety Issues
Appendix J2	Standard Health and Safety Requirements
Appendix K	Sample Volunteer Program Evaluation

NB: Appendices A – K are provided as samples for Principals to use at their discretion.

SAMPLE

APPENDIX A

York Catholic District School Board

TEACHER VOLUNTEER SURVEY How Could a Volunteer Help You?

Name: _____ Room: _____ Date: _____

Please complete this survey. You may wish to describe activities not listed here. This information will be used to match potential volunteers to your specific needs.

I do not wish to use volunteers in any capacity

I need someone who would be willing to:

- perform fundraising activities
- create classroom materials
- assist on classroom excursions
- create bulletin board displays
- other _____

Please circle the time commitment that would be required:

- every day
- once a week
- once a month
- other _____

Information on this form will be used for administrative purposes only as determined in the Procedures.

SAMPLE

APPENDIX B1

**VOLUNTEER INVITATION LETTER
(School Letterhead)**

Date

Dear Parents and Friends:

Re: Volunteer Program

_____ Catholic 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 greater 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 school excursions, serving as a guest speaker, or helping to run special events such as book fairs and author visits.

Volunteers derive a great sense of fulfilment 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, complete and return at your earliest convenience.

You will be notified of the date of the volunteer orientation workshop.

Sincerely,

Principal's Signature

SAMPLE

Appendix B2

York Catholic District School Board

VOLUNTEER RECRUITMENT SURVEY

Interested in Being a Volunteer?

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

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

- Assisting with day excursions
- School Projects (concerts, etc.)
- Book Fairs
- Classroom Projects
- School Council
- Hot Lunch/Pizza Days
- Homework Club
- Special Activities (playday, etc.)
- Computers (publishing, etc.)

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)

Why do you wish to volunteer at our school:

Please describe any experience and/or expertise that may be of benefit to the school.

SAMPLE

Please list the other school activities or committees that you are already involved in:

Additional Comments:

Volunteer Screening: The role of volunteering with the York Catholic District School Board generally involves contact with students to varying degrees, and as well, places volunteers in a position of trust and confidence with regard to information they may receive.

Please provide the names and phone numbers of three references:

1. _____
2. _____
3. _____

I, _____ authorize the York Catholic District School Board to obtain personal information from the above noted persons listed as references to assist in determining my suitability to be a volunteer with this school board.

Note to Candidate: The Board's 'duty of care' for our students requires that we take reasonable steps to evaluate the suitability of prospective volunteers. We thank you for providing us with information in our volunteer screening process. Please note that if you are volunteering to coach or supervise overnight field trips or in situations where "direct and regular" contact occurs with students, a recent TB test and Criminal Background Check within the previous six months is also required.

Name: _____ Phone No.: _____

Personal information on this form is collected under the authority of the *Education Act* and will be used for administrative purposes as determined in the Procedure for Volunteer Programs in the York Catholic District Schools and will be retained only for the current school year. Questions about this collection of personal information should be directed to the Freedom of Information Coordinator, York Catholic District School Board, 320 Bloomington Road West, Aurora, Ontario L4G 3G8, Phone (905) 713-1211, (416) 221-5051 or 1-800-363-2711 or FAX (905) 713-1809

APPENDIX C1

York Catholic District School Board

REQUEST FOR POLICE RECORDS CHECK FOR VOLUNTEERING CANDIDATE

Notes to Principal:

This request form is to be filled out by the Principal for all volunteer candidates involved with coaching, overnight field trips and situations where “direct and regular” contact occurs with students, followed up by the Principal and retained in a separate and secure file in the school office.

Notes to Volunteer Candidate:

1. Present this form to the Records Clerk at the nearest York Region Police Station.
2. A Canada wide (CPIC) check is required. You will be reimbursed by the Board for the \$15.00 fee upon presentation of this form and the Police Records Check.
3. Return this form and the Police Records Check to the school principal.
4. Your offer of service is conditional upon complying with this process and an assessment by the Board of the details of the Police Records.

Thank you.

Volunteer Candidate's Name

Principal's Signature

Date

School

Personal information on this form is collected under the authority of the *Education Act* and will be used for administrative purposes as determined in the Procedure for Volunteer Programs in Our Schools and will be retained for 2 years. Questions about this collection of personal information should be directed to the Freedom of Information Coordinator, York Catholic District School Board, 320 Bloomington Road West, Aurora, Ontario L4G 3G8, Phone (905) 713-1211, (416) 221-5051 or 1-800-363-2711 or FAX (905) 713-1809.



VULNERABLE SECTOR SCREENING

As required by Section 29(2) of the Municipal Freedom of Information and Protection of Privacy Act, you are hereby notified that personal information about you is being collected by York Regional Police in order to conduct a vulnerable sector screening at your request. Personal information contained on this form is collected pursuant to the *Police Services Act, s.41* and is collected for the personal use of the applicant. The results will be forwarded to the applicant at the address provided below.

Please **PRINT CLEARLY, using legal names only** (no short-form names). Complete fully. Use additional paper if spaces are insufficient.

Last Name: _____

First Name (*in full*) _____ Middle Name: _____

Maiden Name (Where Applicable) _____

Current Address: _____

Street Address (Apt #)

City/Town

Province

Postal Code

Date of Birth (D/M/Y): _____

Home Telephone No: () _____ Business Telephone No: () _____

List your **complete** address(es) for the past five years. Attach separate sheet if required.

City and Province (Give country if other than Canada)	Address	From		To	
		Month	Year	Month	Year

Name of Organization: _____

Description of Position: _____

Please indicate if application is for: Volunteer Employee

Signature of Organization's Representative: _____ Date: _____

I UNDERSTAND

A vulnerable sector screening may provide the following information from the Canadian Police Information Centre:

- Criminal record (adult and/or young offender, including summary offences);
- Findings of not guilty by reason of mental disorder;
- Probation, prohibition and other judicial orders which are in effect;
- Convictions/pending charges under Child and Family Services Act;
- Apprehension under the Mental Health Act;
- Details of incidents that York Regional Police believes may assist an agency in making an informed decision, including charges where no finding of guilt was made and incidents where no charges were laid.

Please Complete Reverse Side

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PARDONED SEXUAL OFFENCE CHECK

I consent to a search being made in the automated criminal records retrieval system maintained by the Royal Canadian Mounted Police to find out if I have been convicted of, and been granted a pardon for, any of the sexual offences that are listed in the schedule to the Criminal Records Act.

I understand that, as a result of giving this consent, if I am suspected of being the person named in a criminal record for one of the sexual offences listed in the schedule to the Criminal Records Act in respect of which a pardon was granted or issued, I will be asked to submit fingerprints. If my fingerprints match those of a pardoned sexual offender, that record will be provided by the commissioner of the Royal Canadian Mounted Police to the Solicitor General of Canada, who may then disclose all or part of the information contained in that record to the York Regional Police. York Regional Police will then disclose that information to me. If I further consent in writing to disclosure of that information to the organization stated below who requested the verification, that information will be disclosed to that organization.

DECLARATIONS

I hereby declare that the foregoing information is true and complete.

I understand that a false statement may disqualify me from obtaining a vulnerable sector screening and any document obtained and used fraudulently will make me liable to be charged and punished according to the Criminal Code and other applicable laws.

I have been informed I have the right to decline to consent to the collection of my personal information for the purpose of a vulnerable sector screening and I hereby consent to the York Regional Police conducting an investigation for that purpose.

Applicant Signature: _____ Date : _____

*You must submit this form **in person** and show two pieces of identification, one being a photo identification. You must attend one of the following two York Regional Police locations:-*

Headquarters

Customer Service Unit
17250 Yonge Street
Newmarket, Ontario

Hillcrest Mall

Community Resource Centre
9350 Yonge Street
Richmond Hill, Ontario

Hours:

Monday to Friday 08:00 to 16:00
Saturday and Sunday CLOSED

Hours:

Tuesday to Thursday 08:00 to 18:00
Friday 08:00 to 17:30
Saturday 08:00 to 15:00
Sunday and Monday CLOSED

Fee: Volunteer: \$15.00 Employee: \$40.00 Student: \$15.00 (must show valid student card)

The fee is non-refundable.

Method of payment: Certified cheque or money order payable to York Regional Police
Visa, MasterCard, debit card or cash

FOR YORK REGIONAL POLICE USE ONLY

Date: _____

Identification Shown 1. _____
2. _____

Informed consent verified by: _____ Badge #: _____

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York Catholic District School Board

VOLUNTEER OFFENCE DECLARATION

I, _____ hereby declare that:

I have no convictions for offences 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 the following convictions for offences under the *Criminal Code of Canada* for which a pardon has not been issued or granted under the *Criminal Records Act (Canada)*.

OFFENCE _____ DATE _____

OFFENCE _____ DATE _____

DATED at _____ this _____ day of _____ 200__.

Name (Print)

Signature

School

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York Catholic District School Board

VOLUNTEER EMERGENCY CONTACTS

School Year _____

Name: _____

Address: _____

Telephone: _____

Family Doctor*: _____ Phone: _____

Doctor's Address: _____

*Should my family doctor not be available, I agree that the principal, in an emergency, shall call any local doctor or ambulance.

In case of emergency, please notify:

Name: _____

Address: _____

Telephone: _____

If you have any health condition or intolerance to certain medications, please indicate below:

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SAMPLE

APPENDIX E

York Catholic District School Board

VOLUNTEER CONTRACT

- (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 _____

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(School Letterhead)

School Volunteer Orientation Workshop

Date:

Location:

AGENDA

Prayer, Welcome, and Introductions

Valuable Volunteers:

- celebrating volunteer assistance
- areas for volunteer assistance at school
- School Council Committees and volunteers

Role of Volunteer:

- School policy, protocol, procedures
- Sign in/out, use of volunteers tags/button
- Classroom/school assignments
- Responsibility – liability – accountability
- Confidentiality – Freedom of Information
- Duties and parameters: readiness
- Scheduling/timelines/alternate arrangements
- Communication with: staff – students – administration – office – others
- Awareness of staff collective agreements: OECTA/CUPE
- Problem solving: Code of Conduct
- Professional, ethical conduct

Health and Safety Issues:

- Emergency information form
- TB Test Memo #77
- Police Records Check
- Insurance and liability issues
- Smoke-free environment
- Emergency response plans 1) school 2) classroom
- Fire/Evacuation Plans and Procedures
- Emergency Calling Network
- Special Needs/Special Programs
- Allergy Alert
- Awareness of: Child Abuse Policy & Procedures; Equity, Ethnocultural & Harassment Policies; Safe Schools Policy; Duty of Care

Questions/Answers

Celebrating Our Work Together

York Catholic District School Board**STATEMENT OF LIABILITY INSURANCE**

The Liability Insurance of the Board covers persons who, at the request of the Board, are performing activities involving supervision of students. This includes volunteers assisting with either in school or extra curricular activities as arranged and/or approved by principals.

For example, if a volunteer was working with a group of students and an accident occurred resulting in a lawsuit, the Board's Liability Insurance would cover the volunteer as well as the Board.

If volunteers are transporting students in their private vehicles to Board approved events, it is necessary that they have liability insurance on their vehicles. It is recommended that the minimum liability limit be \$1,000,000.

The Board does carry excess third party liability insurance to provide protection for employees of the Board, including volunteers, who may on occasion use vehicles not owned by the Board to transport students, without charge, for emergencies, curriculum or extra curricular activities. The liability covered is that liability imposed by law upon an employee of the Board (including volunteers) for bodily injury or death to students suffered while such students are being transported by the person who is acting on behalf of the Board.

This insurance covers only that liability imposed by law, which may be in excess of the person's own third party auto liability coverage, to a maximum of the Board's non-owned auto policy.

All Volunteer "trip drivers" are required to complete the "Volunteer Driver's Form" as Appendix G2. Use of a volunteer's car must be authorized by the principal as the Board's agent.

York Catholic District School Board VOLUNTEER DRIVER FORM

Note: The School Board values your contribution as a volunteer driver and would like to thank you.

A "Trip Driver" is defined as any person authorized by the Board who has agreed to be a driver for a certain trip while they are driving their own or another licensed automobile.

This will authorize _____(Name of volunteer driver)

1. To transport students participating in the events listed on the attached school schedule; OR
2. To transport students participating in the following school activity:

Vehicle Information: Make _____ Year _____ Licence # _____

All "trip drivers" including volunteer drivers are advised that, in order to bring into effect the Board's excess liability insurance, they should:

- A) Use a licensed automobile which carries valid third-party liability insurance as required under legislation in the Province of Ontario.
- B) Provide the Board prompt written notice, with all available particulars, of any accident arising out of the use of a licensed automobile during a trip on business of the Board.
- C) Be aware that the Board's Excess Liability Insurance comes into effect only after the "trip driver's" insurance has been exhausted, to a combined total of \$15,000,000.

I. Declaration to be signed by Driver:

- ~ I declare that I am licensed to drive in Ontario and my vehicle is insured by valid automobile liability insurance as required by Ontario law.
- ~ That the vehicle is mechanically fit and that there are seat belts in working condition for all passengers.

Signature _____

Date _____

II. Declaration to be signed by the owner of the vehicle, if the volunteer does not own the vehicle:

- ~ I declare that I have authorized _____ to drive my vehicle to transport students participating in the school event(s) listed on this form.
- ~ He/she is licensed to carry passengers and is fully insured as a driver under the vehicle liability insurance as required by Ontario legislation.
- ~ That the vehicle is mechanically fit and that there are seat belts in working condition for all passengers.

Signature _____ Date _____

Date

School Name

Principal's Signature

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York Catholic District School Board**STATEMENT ABOUT CONFIDENTIALITY & PRIVACY**

Perhaps one of the greatest obstacles in the path of effective use of volunteers, especially parent volunteers, is the concern on the part of the teachers and principals regarding the possible use of privileged and confidential information.

Pursuant to the *Municipal Freedom of Information and Protection of Privacy Act*, volunteers with the York Catholic District School Board will at all times uphold complete confidentiality.

Volunteers are not allowed to have free access to a student's records for any reason. Under no circumstances will a volunteer be given such personal information as home phone numbers, addresses, birth dates without the consent of the parent/guardian or student who is sixteen or older. Volunteers who are assisting administration and/or office staff will often need to access this information. This is permissible only if there is a staff member directly supervising the volunteer.

The volunteer will be privy to only that personal information which they need for a consistent purpose to perform the function they have been assigned. In some circumstances, the volunteer may require background information on a student to best understand the particular needs of the student for the purpose of providing proper assistance. The teacher would share only the appropriate information. As well, volunteers by being in the school setting and by working with students and staff will form personal opinions and arrive at personal conclusions.

In addition, volunteers are in a position to learn and observe more about staff members than would be learned or observed in a regular parent to teacher relationship.

There is nothing wrong with the volunteer possessing such knowledge or personal opinions. However, in no case should such knowledge or opinions be shared in the community. Likewise, care must be taken to refrain from expressing comments harmful to the reputation of each pupil or professional.

If a problem develops, the line of communication regarding a situation in the school is always first with the staff member concerned and then, if necessary, with the principal.

A volunteer has every right to expect that his or her participation will be treated with the same confidentiality and respect.

York Catholic District School Board

**STATEMENT ON DISCLOSURE OF ABUSE BY A STUDENT
TO A VOLUNTEER**

Volunteers who work closely with students have a unique opportunity to help these students to build feelings of competence, confidence and self-worth. That student may show increasing trust in the volunteer. But with this opportunity also comes responsibility.

If a student has reached the point of feeling very trusting with a volunteer it could happen, should the student be a victim of abuse, that the student makes a disclosure to the volunteer. As well, a volunteer, after working with a student for a period of time, may come to suspect, either from behavioural or physical signs such as injuries, that the student might be an abuse victim. It is therefore important that volunteers are aware of their responsibilities and the correct procedure to follow.

No one feels comfortable about reporting suspected abuse, but the fact is that it is a legal obligation of every Ontario resident to report any case of suspected child abuse to a Children's Aid Society (C.A.S.). A volunteer should also ensure that any suspicion of child abuse is relayed to the principal.

One of the most difficult things to handle may be the student who asks the person in whom they have confided and disclosed to "promise not to tell". You cannot legally make such a promise, and you should be clear about it with the child. Also do not try to counsel the student or investigate the situation or circumstances. Be sympathetic and empathetic without being judgmental.

York Catholic District School Board

STATEMENT ON HEALTH & SAFETY ISSUES

Observing the safe work practices in our day-to-day activities is the responsibility of all who work for the York Catholic District School Board, both employees and volunteers. It is in everyone's best interests to work safely in our schools. A list of standard health and safety requirements for all employees and volunteers is attached as Appendix J2.

The Board does not provide accident insurance or Workers' Compensation that would provide benefits or compensation for injuries to volunteers.

Certain safety fundamentals are basic to the operation of our schools and facilities. As well, more in-depth information and procedures cover a large and diverse range of activities in our schools.

As a volunteer, you may be involved in a variety of activities. Use of common sense, good judgment and when in doubt asking questions may be all that is normally required. At times specific training or information needs will be provided e.g. a list of the students that you will be working with who have specific allergies and the care plan for what to do if they have a reaction. If you feel a need for information or training, please contact the principal.

Please report any incident or accident to the principal even if there seems to be no injury to yourself or others, or damage to equipment etc.

Emergencies and fire drills are generally indicated by an alarm bell. Follow the principal's instructions calmly but quickly. Everyone must leave the building. The students have usually rehearsed for these eventualities.

Any bodily fluids i.e. blood, vomit, urine must be cleaned up and handled in a prescribed manner. Advise a staff member of a problem and the school caretaker will deal with this.

Smoking, alcohol and illegal drugs are not permitted on any school property.

York Catholic District School Board**STANDARD HEALTH & SAFETY REQUIREMENTS**

The York Catholic District School Board is committed to the prevention of illness, injury and property damage through the provision and maintenance of a healthy and safe workplace environment for all employees, students, volunteers, visitors and contractors. To fulfil this commitment, the Board shall comply with and enforce legislative requirements including the *Ontario Occupational Health and Safety Act*, *Environmental Protection Act*, and other federal and provincial statutes, local by-laws, plus all policies, rules or procedures issued by the Board.

In consideration of the above policy it is essential that all employees and volunteers must:

1. Work in compliance with the provisions of the *Occupational Health and Safety Act*, *Environmental Protection Act and Regulations*, and the Board's environmental, health and safety policies and procedures;
2. Use or wear protective equipment, devices, and clothing that the supervisor requires to be worn;
3. Report to their supervisor the absence of, or a defect in any protective device of which they are aware, that may endanger themselves or another person;
4. Not remove or make ineffective any protective device required by the regulations or by the supervisor;
5. Report to their supervisor any contravention of the *Occupational Health and Safety Act*, *Environmental Protection Act* and Regulations or the existence of any hazard of which they are aware;
6. Not use or operate any equipment, machine, device or thing or work in a manner that may endanger themselves or any other person;
7. Not engage in any prank, contest, feat of strength, unnecessary or rough and boisterous conduct;
8. Report to their supervisor all accidents and incidents.

York Catholic District School Board

VOLUNTEER PROGRAM EVALUATION*

- | | | | |
|----|--|-----|----|
| 1. | Do you think the volunteer enjoyed the tasks 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 volunteers felt welcome in the school? | Yes | No |
| 7. | Other comments about the Volunteer program: | | |
| | | | |
| 8. | What are some other ways that volunteers may assist us at this school? | | |

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

