



## YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i>	<b>Community</b>
<i>Policy Number</i>	<b>608</b>
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### VOLUNTEERS IN SCHOOLS

#### 1. PURPOSE

The York Catholic District School Board acknowledges volunteers as valued partners who assist staff to enrich the learning experience of our students. We further recognize that the personal interests, background and dedication of volunteers enrich the programs, services and educational opportunities for our students.

#### 2. OBJECTIVE

As a Catholic Learning Community, the York Catholic District School Board encourages, welcomes and supports volunteers in our schools.

#### 3. PARAMETRES

- 3.1 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).
- 3.2 Separate Schools Rights Preserved - The Principal shall ensure that all volunteers support the Catholic teachings and values of our faith in accordance with section 19 (1) of the Human Rights Code which states, "This Human Rights Act shall not be construed to adversely affect any right or privilege respecting separate schools enjoyed by separate school boards or their supporters under the Constitution Act, 1867 and the Education Act. R.S.O. 1990, c.H.19, s.19(1)."
- 3.3 A volunteer is a person who is provided with an opportunity to serve without remuneration alongside, or under the direct supervision of a York Catholic District School Board employee and shall not replace any York Catholic District School Board employee.
- 3.4 A volunteer who has direct and regular contact with students must submit a Vulnerable Sector Check or an Enhanced Police Information Check (E-PIC) to the Principal prior to volunteering and once again every three years thereafter.

- 3.5 A volunteer shall sign a confidentiality agreement annually to indicate their agreement to an understanding of keeping all information related to the staff and/or students in the school confidential.
- 3.6 All volunteers shall comply with the York Catholic District School Board Policies, Procedures and Guidelines.
- 3.7 Co-operative Education students are not considered to be volunteers for the purposes of this Policy and the accompanying procedures.

#### **4. RESPONSIBILITIES**

- 4.1 Board of Trustees
  - 4.1.1 To communicate with members of the community about the Volunteers in Schools Policy and Board of Trustees related guidelines, as required.
- 4.2 Director of Education
  - 4.2.1 To oversee compliance of the Volunteers in Schools Policy and related guidelines.
- 4.3 Senior Team
  - 4.3.1 To support Principals with the implementation of and the processes associated with the Volunteers in Schools Policy and related guidelines.
  - 4.3.2 To ensure that the role of each volunteer relates to his or her qualifications, skills, abilities and interests.
  - 4.3.3 To address the actions of any volunteer who does not adhere to York Catholic District School Board Policies, Procedures and Guidelines.
  - 4.3.4 To keep on file all forms [App. A, B, I and E (only if applicable)] signed by Volunteers for the current school year.
- 4.4 School Staff
  - 4.4.1 To welcome volunteers as a support to the school and staff.
  - 4.4.2 To understand that volunteers do not assume any responsibility for the diagnosis of learning strengths or difficulties, the assignment of a program, or the assessment and evaluation of student progress.
  - 4.4.3 To bring to the Principal's attention, for discussion and follow-up, any difficulties with the work or behaviour of a volunteer in the school.
- 4.5 Volunteers
  - 4.5.1 To understand that volunteers are assigned to support staff in their provision and supervision of school activities and programs.
  - 4.5.2 To comply with all Board requirements regarding Vulnerable Sector Checks, Enhanced Police Information Checks (E-PIC), Offence Declarations and confidentiality.
  - 4.5.3 To maintain confidentiality of all information pertaining to staff and students.
  - 4.5.4 To demonstrate a clear understanding of their activities, duties, responsibilities, rights and the parameters of their involvement.
  - 4.5.5 To participate in any training or orientation sessions offered to volunteers in the school that would assist them in their role.
  - 4.5.6 To inform the Principal and/or teacher if experiencing difficulty in carrying out assigned duties.

- 4.5.7 To become familiar with and comply with all appropriate and applicable YCDSB policies, procedures, guidelines and rules.

## 5. DEFINITIONS

### 5.1 Volunteer

A volunteer is an individual who is provided with an opportunity by the YCDSB and agrees to undertake working alongside, or under the direct supervision of a YCDSB employee, without pay, a designated task that is compliant with current legislation requirements and collective agreements.

A volunteer supports a classroom, school or system-wide program under the ultimate responsibility of the Principal at the school level. A volunteer is an optional support, the use of whom reflects decisions made at the school level.

### 5.2 Vulnerable Sector Check

The vulnerable sector screening is a background check completed by the police and is required of individuals who intend on working or volunteering with the vulnerable sector. A vulnerable person is defined as a person who, because of their age, a disability, or other circumstances, whether temporary or permanent are (a) in a position of dependence on others or (b) are otherwise at a great risk than the general population of being harmed by a person in a position of authority or trust relative to them. A Vulnerable Sector Check may provide the following information:

- 5.2.1 Every criminal offence of which the individual has been convicted for which a pardon has not been issued or granted; or
- 5.2.2 Every finding of guilt under the Youth Criminal Justice Act (Canada) in respect of the individual during the applicable period of access under the Act; or
- 5.2.3 Every criminal offence of which the individual has been found guilty and received an absolute discharge; or
- 5.2.4 Every criminal offence of which the individual has been found guilty and received a conditional discharge on conditions set out in a probation order; or
- 5.2.5 Every criminal offence for which there is an outstanding charge or warrant to arrest in respect of the individual. Every court order made against the individual; or
- 5.2.6 Every criminal offence with which the individual has been charged that resulted in a finding of not being criminally responsible on account of a mental disorder; or
- 5.2.7 Any conviction for which a pardon has been granted; or
- 5.2.8 Any non-conviction information authorized for exceptional disclosure in accordance with the *Police Record Checks Reform Act*, s.10(1).

### 5.3 Enhanced Police Check (E- PIC)

The Enhanced Police Information Check includes searches that may be under criminal convictions that did not establish a Criminal Record or that may be in addition to a Criminal Record and may include:

- 5.3.1 Every criminal offence of which the individual has been convicted for which a pardon has not been issued or granted; or
- 5.3.2 Every finding of guilt under the Youth Criminal Justice Act (Canada) in respect of the individual during the applicable period of access under the

- Act; or
- 5.3.3 Every criminal offence of which the individual has been found guilty and received an absolute discharge; or
- 5.3.4 Every criminal offence of which the individual has been found guilty and received a conditional discharge on conditions set out in a probation order; or
- 5.3.5 Every criminal offence for which there is an outstanding charge or warrant to arrest in respect of the individual. Every court order made against the individual; or
- 5.3.6 Any conviction for which a pardon has been granted.

#### **4. CROSS REFERENCES**

##### **LEGISLATION**

[\*Child and Family Services Act\*](#)

[\*Education Act\*](#)

[\*Mental Health Act\*](#)

[\*Municipal Freedom of Information Protection of Privacy Act\*](#)

[\*Police Record Checks Reform Act\*](#)

##### **YCDSB POLICIES**

[\*YCDSB Policy 202 Safe Schools - Student Discipline\*](#)

[\*YCDSB Policy 204 Child Protection and Abuse\*](#)

[\*YCDSB Policy 207A Administration of Oral Prescription Medication to Elementary & Secondary Students\*](#)

[\*YCDSB Policy 207B Administration of Oral Non-Prescription Medication to Elementary Students\*](#)

[\*YCDSB Policy 209 Supporting Students with Prevalent Medical Conditions: Anaphylaxis\*](#)

[\*YCDSB Policy ~~218~~ 117 Code of Conduct\*](#)

[\*YCDSB Policy 223 Bullying Prevention and Intervention\*](#)

[\*YCDSB Policy 303 School Organized and Continuing Education Excursions\*](#)

[\*YCDSB Policy 317 Electronic Communications & Social Media\*](#)

[\*YCDSB Policy 603A School Fundraising\*](#)

[\*YCDSB Policy 603B Fundraising for External Charitable Purposes\*](#)

[\*YCDSB Policy 606 Catholic School Councils\*](#)

[\*YCDSB Policy 613 Equity & Inclusive Education\*](#)

[\*YCDSB Policy 701 Access to School and Board Premises\*](#)



## **VOLUNTEERS IN SCHOOL GUIDELINES FOR SCHOOL ADMINISTRATORS**

### **1. The Principal is to ensure that:**

- 1.1 All volunteers support the Catholic teachings and values of our Faith;
- 1.2 A fair and transparent recruitment and selection process is being followed.
- 1.3 The appropriate screening of volunteers takes place.
- 1.4 They approve the tasks and assignments of volunteers;
- 1.5 The provision of training and orientation of volunteers occurs;
- 1.6 All volunteers sign the Confidentiality Agreement;
- 1.7 All volunteers complete the Volunteer Agreement and Emergency Contact Admin Form 129;
- 1.8 All volunteers comply with the Board's requirement with respect to Vulnerable Sector Checks, Enhanced Police Information Checks (E-PIC), and Annual Offence Declarations and ensure volunteers are compliant with relevant school and Board policies and procedures;
- 1.9 They intervene when the work of the volunteer appears to be having a negative impact on student, staff or program, or is deemed not to be in the best interests of students; and
- 1.10 They address any performance or staff concerns, including those with respect to confidentiality, liability and supervision related issues.

### **2. Determining Volunteering Needs**

Principals should consult with the school staff and the Catholic School Council to determine needs, equitable access to the opportunity to volunteer, and tasks/assignments which could be supported with a volunteer.

### **3. Recruitment, Selection and Screening**

The recruitment, selection and screening process is aimed at filling the needs of the school.

The Board and its employees have a high "duty of care" under the *Education Act*. This duty of care cannot be delegated to volunteers.

#### **3.1 Recruitment**

Inform the community of volunteer opportunities through a variety of means, including, but not limited to:

- Newsletters;
- School Website;
- School Council Meetings;
- Meet the Teacher Night/Curriculum Evenings; and
- Surveys

#### **3.2 Selection**

- 3.2.1 In selecting a volunteer who performs duties on a regular basis, Principals will encourage volunteer participation from a wide

- representation of the community.
- 3.2.2 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.
- 3.3 Screening
- 3.3.1 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.
- 3.3.2 New volunteer applicants must be interviewed by the Principal. This may be an informal process for candidates who are well known to the school.
- 3.3.3 When parents/guardians or grandparents wish to volunteer in their home school, the Principal, in consultation with all employees, should screen and approve the volunteer candidate. The knowledge that teachers and other staff members have about prospective volunteers should be considered.
- 3.3.4 Volunteers from the community who are not parents/guardians or grandparents of students attending the school, should provide three references which will be checked by the Principal.
- 3.3.5 A volunteer who has direct and regular contact with students, including coaching under the supervision of a staff member, must submit a Vulnerable Sector Check or an Enhanced Police Information Check (E-PIC) to the Principal prior to volunteering and once again every three years thereafter.
- 3.3.6 Principals are to collect on an annual basis the Offence Declaration from volunteers who continue to be involved in coaching and situations where “direct and regular” contact occurs with students. (Appendix A).
- 3.3.7 Those volunteers that are involved in overnight field trips must provide a Vulnerable Sector Check or an Enhanced Police Information Check (E-PIC) within six (6) months of the trip as well as an Offence Declaration just prior to attending the trip.
- 3.3.8 All volunteers are to sign the Confidentiality Agreement (Appendix B).
- 3.3.9 The Principal and/or designate retains the authority to accept or decline any volunteer’s offer of service.
- 3.3.10 In the event of a recent medical pandemic, volunteers must abide by all Board regulations including but not limited to the requirement for the submission of vaccination records.

#### **4. Training and Orientation**

- 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. (See Appendix C School Volunteer Orientation Checklist - sample agenda)
- 4.2 Principals will provide an information package for volunteers which should include:
- 4.2.1 Expectations of the task assignment;
- 4.2.2 A copy of relevant school routines, i.e. emergency procedures, fire drills, etc.;

- 4.2.3 A review school equipment, i.e. photocopier, gym storage;
- 4.2.4 A statement concerning legal liability (See Appendix E);
- 4.2.5 A statement on disclosure of abuse by a student (See Appendix F) and
- 4.2.6 A review of procedures related to health and safety issues (See Appendix G & H).
- 4.3 Volunteers must follow sign in procedures and wear visitor badges at all times.
- 4.4 Every volunteer must demonstrate a clear understanding of their activities, duties, responsibilities, rights and the parameters of their involvement.
- 4.5 Volunteers should demonstrate a clear understanding of the procedures to be followed if they encounter any difficulties with students. Volunteers shall be made aware of health and safety issues, legal liability, and procedures to report abuse.

## **5. Monitor**

- 5.1 The Principal is ultimately responsible for the actions and activities of any volunteer within the school.
- 5.2 It is essential to monitor the activities of individual volunteers and to provide them with feedback as necessary.
- 5.3 The Principal will determine whether a change in volunteer assignment or the decision to terminate volunteer activity is necessary.
- 5.4 The performance of volunteers should be reviewed as determined by the Principal.

## **6. Recognition of the Volunteers**

- 6.1 The efforts of all volunteers shall be recognized. Volunteers are giving of their time, energy, skills and resources.
- 6.2 The type of recognition may vary from school to school. Some suggestions for acknowledgment are:
  - Acknowledging contributions through the school newsletter;
  - Annual school recognition assembly, event, luncheon, etc.; and
  - Invitation to special school events.



## **APPENDICES**

[Appendix A](#) Volunteer Offence Declaration

[Appendix B](#) Confidentiality Agreement

[Appendix C](#) School Volunteer Orientation Checklist

[Appendix D](#) Volunteer Driver Form (Admin. 74A)

[Appendix E](#) Statement of Liability Insurance (Admin. 74B)

[Appendix F](#) Statement on Disclosure of Abuse by Student to a Volunteer

[Appendix G](#) Statement on Health and Safety Issues

[Appendix H](#) Standard Health and Safety Requirements

[Appendix I](#) Volunteer Agreement & Emergency Contact (Admin. 129)





# 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	20
Name (Print):		Signature:	
School Name;			

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 only for the current school year. Questions about this collection of personal information should be directed to the Privacy Manager, York Catholic District School Board, 320 Bloomington Road West, Aurora, Ontario L4G 3G8, Phone (905) 713-1211.



## York Catholic District School Board

### Confidentiality Agreement

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.

The York Catholic District School Board regards security and confidentiality of data and information to be of utmost importance.

I understand that as a volunteer at \_\_\_\_\_, ALL student and staff information is confidential. I agree not to access, review, disclose or use confidential student or staff information without specific authorization from a school administrator.

I also understand that even when I am no longer a volunteer with \_\_\_\_\_ School, any confidential information I have learned must continue to be kept confidential.

I understand that any breach of these confidentiality requirements will result in my immediate termination as a volunteer and may result in legal action.

I understand that I must comply with all York Catholic District School Board policies and school rules applicable to school staff as well as all directions from school administrators and staff while serving as a volunteer.

I understand that my position as a volunteer will not be used to grant special privileges to any person or group, and I will avoid all other conflicts of interest which may arise from my position as a volunteer.

I further understand that my authorization to serve as a volunteer may be terminated at the discretion of the Superintendent and school Principal at any time if they determine it is in the best interests of the school or the students.

Volunteer's Name (Please Print):	
Volunteer's Signature:	Date:
School Name:	



## York Catholic District School Board

### School Volunteer Orientation and Checklist

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
- Problem solving: Code of Conduct
- Professional, ethical conduct

Health and Safety Issues:

- Vulnerable Sector Screening
- Enhanced Police Check (E-PIC)
- Insurance and liability issues
- Emergency response plans 1) school 2) classroom
- Fire/Evacuation Plans and Procedures
- Special Needs/Special Programs
- Allergy Alert

- Child Protection and Abuse Policy & Procedures
- Bill 168 Violence in the Workplace
- Workplace Harassment
- Equity and Inclusive Education related Policies
- Safe Schools Policy
- Duty of Care

Questions/Answers

Celebrating Our Work Together



**YORK CATHOLIC DISTRICT SCHOOL BOARD**  
**VOLUNTEER DRIVER – AUTHORIZATION TO TRANSPORT STUDENTS**  
**Part A**

This will  
authorize \_\_\_\_\_  
(Name of teacher or other 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:

\_\_\_\_\_

3. Vehicle Information: MAKE: \_\_\_\_\_ YEAR: \_\_\_\_\_ LICENCE #: \_\_\_\_\_

\_\_\_\_\_  
Date School Name Principal's Signature

NOTE: ALL "TRIP DRIVERS", INCLUDING VOLUNTEER DRIVERS ARE ADVISED THAT, IN ORDER

TO BRING INTO EFFECT THE BOARD'S EXCESS LIABILITY INSURANCE, THEY MUST:

- (A) Use a licensed automobile which carries valid automobile Third Party Liability insurance as required under Ontario legislation;
- (B) Provide the school board with prompt written notice, with particulars, of any accident arising out of the use of a licensed automobile during a trip on board-related business;
- (C) Be aware that the school board's Excess Automobile Liability insurance comes into effect only after the vehicle owner's primary Third-Party Liability insurance limit has been exhausted;
- (D) Be aware that any damage to the volunteer's vehicle, the cost of any insurance deductible, or premium adjustment as the result of an accident while the vehicle is being used on board-related business is NOT covered by the school board's Excess Automobile Liability insurance.

N.B. 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 includes, but is not limited to: Trustees, employees, teachers, parents, volunteers, officials of the school board.

**DECLARATION TO BE SIGNED BY DRIVER**

- I declare that I hold an unrestricted driver's license and am authorized to drive in Ontario, and my vehicle is insured by a valid automobile liability insurance policy as required by Ontario law.
- I declare that the vehicle described above is mechanically fit and that there are seat belts in working condition for all passengers.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**DECLARATION TO BE SIGNED BY OWNER (IF DRIVER 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.

- I declare that he/she holds an unrestricted driver's license, is authorized to drive and is insured as an operator under the vehicle's liability insurance.
- I declare the vehicle described above is mechanically fit and that there are seat belts in working condition for all passengers.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

*See Part B*

### ***Volunteer Driver – Authorization to Transport Students (Cont'd.)***

#### **Part B**

#### **SUMMARY OF INSURANCE**

##### **(1) Volunteer Supervisors on School Premises**

The school board's Liability insurance policy protects both staff and volunteers who are working within the scope of their duties for the board. This coverage responds to lawsuits that are brought against staff or volunteers who are supervising school events and provides protection up to \$20 million for each occurrence.

##### **(2) Volunteer Drivers for School Activities**

Ontario legislation makes automobile insurance compulsory in the Province of Ontario. The same legislation makes the owner's insurance primary coverage in the event of an accident – in other words, the insurance carried on the vehicle responds first.

If a vehicle which is not owned by the school board is being operated by a volunteer or any other board employee for approved school activities, the board's Non-owned Automobile Insurance endorsement will respond to Third Party Liability claims in **excess** of the owner's insurance limit up to a total combined limit as stated in the Non-owned Auto policy.

There is no coverage provided by the school board's insurance for damage to volunteer's or employee's vehicles while they are being operated for board activities.

According to Provincial legislation, passengers who are injured would recover Accident Benefits coverage from their own or a parent's automobile policy. In the absence of a personal or family automobile policy, the passenger would then be eligible to recover benefits from the insurance policy covering the vehicle in which they were riding.

##### **(3) Personal Automobile Insurance Coverage**

For the personal protection of volunteer drivers, it is recommended that drivers carry a minimum of \$1 million of Third-Party Automobile Liability insurance. Volunteers and board employees who use their personal vehicles for transporting students to school activities should advise their insurance carrier.



## 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

The York Catholic District School Board values learning and working environments that are safe, nurturing, positive and respectful. 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 H.

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 will be provided as required (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 you require additional 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. In an emergency situation, everyone must leave the building. The students have usually rehearsed for these eventualities. Familiarize yourself with the emergency protocols/procedures and if you have any questions, contact the Principal.

Any bodily fluids (e.g. blood, vomit, urine) must be cleaned up and handled in a prescribed manner. If you encounter this situation, please advise a staff member who will contact the school custodian.

Smoking, vaping and alcohol 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 promoting a healthy, safe and respectful workplace for all employees, students, volunteers, visitors and contractors. To fulfill 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 and Regulations*, *Environmental Protection Act and Regulations*, and the Board's environment, 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 equipment, 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 running or rough and boisterous conduct;
8. Report to their supervisor all accidents and incidents.





## York Catholic District School Board

### Standard Health & Safety Requirements

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.

I agree to follow the directions provided by the principal regarding my assigned volunteering duties.

I agree to respect and act in accordance with York Catholic District School Board Policies, Guidelines and Procedures.

By signing this, I acknowledge that I have read, understand and voluntarily agree to the above.

Please print

Volunteer's Name:	
Volunteer's Signature:	
Date:	
Principal's Signature:	
Date:	

In case of emergency, please notify:

Name:	
Relationship	
Phone Number:	
Name:	
Relationship:	
Phone Number:	

Personal information on this form is collected under the authority of the *Education Act* and will be used for administrative purposes as determined by York Catholic District School Board Policies and Guidelines. Questions about this collection of personal information should be directed to the Privacy Manager, York Catholic District School Board, 320 Bloomington Road West, Aurora, Ontario L4G 0M1.