



VOLUNTEERING IN CATHOLIC SCHOOLS POLICY

Adopted: March 19, 2013

Policy No. 800.9

Revised:

ADMINISTRATIVE GUIDELINES

1. In accordance with the Safe Schools Act, all volunteers must be approved by the school Principal. 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 as required". (Safe Schools Act, 2000).
2. A school volunteer shall serve under the immediate supervision and direction of administration and staff of the school and will provide services such as, but no limited to:
 - a) Supporting the work of classroom teachers
 - b) Providing enrichment experiences to support the educational program
 - c) Promoting positive school-community relations by enhancing community understanding
 - d) Working with individual students and small groups of students as identified by the staff and administration
3. The Principal is responsible for:
 - a) determining the volunteering needs for a school;
 - b) the recruitment, selection and screening of volunteers;
 - c) approving and delineating the task and the assignment of the volunteers;
 - d) the training and orientation of the volunteers;
 - e) the supervision and evaluation of the volunteers;
 - g) the recognition of the volunteers.
4. Each Principal shall maintain a current list of regular and occasional volunteers. Such records, including the [Volunteer Application Form](#) shall be kept on file at the school.
5. A volunteer must be at least 18 years of age, unless otherwise approved by the Principal.
6. It is understood that a volunteer is a person who serves without remuneration.
7. All approved school volunteers (persons having direct and regular contact with students) will provide an original Police Vulnerable Sector Check and/or Annual Offence Declaration in accordance with Regulation 521/01, as amended by Regulation 323/03 to the school Principal who will retain a copy on file at the school until a more current Vulnerable Sector Check is submitted. A copy of the Vulnerable Sector Check will also be forwarded to the Human Resources Department.
8. Vulnerable Sector Checks may be requested at the discretion of the Principal in consultation with the Family of Schools Superintendent and at least once every five (5) years. The Self-Offence Declaration will stand as a legally binding document which will be required on an annual basis.

Completed Criminal Reference Checks and/or Vulnerable Sector Checks for volunteers, as well as all subsequent offence declarations will be filed at the school and in the Human Resources Department. Vulnerable Sector Checks required by the Principal and/or the Niagara Catholic District School Board will be paid by the Niagara Catholic District School Board. Any additional requirements as a result of the Vulnerable Sector Checks will be the responsibility of the Volunteer.

9. As required, each volunteer shall adhere to the [Volunteer Driver Policy \(302.4\)](#).
10. Volunteers shall wear the “Volunteer” badge or other means of identification as required by the school and Board Policy and must sign in/out at the school’s main office.
11. Classroom teachers and school administrators are solely responsible for student discipline. Volunteers are to ask for the assistance of the teacher and/or Principal if a situation calls for follow-up disciplinary action. The volunteer always works under the direction of staff.
12. Volunteers are responsible for respecting the confidentiality of all students and staff and as such are required to complete the Confidentiality Agreement found within the [Volunteer Application Form](#) Volunteers shall not have access to, nor disclose confidential information.
13. Off-site activities such as field trips are considered an extension of the school and as such administrative guidelines pertain to such activities as determined by the Educational Field Trip Policy and Administrative Guidelines. At a minimum, Vulnerable Sector Checks will be required of all volunteers participating in overnight field trips which are approved by the school Principal and/or the Board.
14. It is the expectation of the Board and the school Principal that all volunteers adhere to Board Policies, Administrative Guidelines and Procedures at all times when volunteering for the school and/or Board events or activities.