



VOLUNTEERING IN CATHOLIC SCHOOLS

ADMINISTRATIVE OPERATIONAL PROCEDURES

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the following are Administrative Operational Procedures for Volunteering in Catholic Schools.

PREAMBLE

A school volunteer is defined as an individual who serves without remuneration, and has direct and/or regular contact with students of the Niagara Catholic District School Board.

Volunteers are integral partners to Niagara Catholic schools. Volunteers act as important sources of support and expertise that enrich instructional programs, assist teachers, and connect schools with their community.

Volunteers will model caring and cooperative relationships, support a safe and secure learning and working environment, and will adhere to the Mission, Vision and Values and Governance Policies and Administrative Operational Procedures of the Board.

APPROVED VOLUNTEERS

The Board promotes school volunteers in order to expand and enhance parental and community involvement within our Catholic schools.

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)

Before volunteering in Niagara Catholic schools, all approved school volunteers (persons having direct and/or regular contact with students, supervising students, and/or participating in approved overnight educational field trips) must:

1. complete and submit the Volunteer Application Form (Appendix A)
2. provide an original Police Vulnerable Sector Check
 - An original Police Vulnerable Sector Check will be required at least once every five (5) years.
 - Approved volunteers will be reimbursed for a Police Vulnerable Sector Check required by the principal and/or the Board. Any additional requirements as a result of the Vulnerable Sector Checks will be the responsibility of the volunteer.
 - When a Police Vulnerable Sector Check is on file and renewal is not required, volunteers must complete and submit an Annual Offence Declaration (Appendix B). The annual offence declaration will stand as a legally binding document, in accordance with Regulation 521/01, as amended by Regulation 322/03.

PRINCIPAL RESPONSIBILITIES

Each principal shall maintain a current list of regular and occasional volunteers. Volunteer Application Forms, as well as Police Vulnerable Sector Checks and Annual Offence Declarations shall be kept on file

at the school.

The principal is responsible for:

- determining the volunteering needs of the school;
- the recruitment, selection and screening of volunteers; a volunteer must be at least 18 years of age, unless otherwise approved by the principal;
- approving and delineating the task and the assignment of the volunteers;
- the training and orientation of the volunteers;
- the recognition of the volunteers.

VOLUNTEER RESPONSIBILITIES

Volunteers in Niagara Catholic schools must:

- work under the direction of the school principal and staff
- provide documentation as required (Volunteer Application Form, Police Vulnerable Check/Annual Offence Declaration)
- adhere to all Governance Policies and Administrative Operational Procedures of the Board
- adhere to the *[Volunteer Drivers Administrative Operational Procedures \(302.4\)](#)*
- sign in/out at the school's main office
- wear the "Volunteer" badge or other means of identification as required by the school
- seek assistance from staff and/or the school principal, if student discipline is required. Student discipline is the sole responsibility of the classroom teacher and administration.
- respect the confidentiality of all staff, students and parents/guardians and abide by the confidentiality statement in the *[Volunteer Application Form \(Appendix A\)](#)*.

References:

- *[Niagara Regional Police Services:](#)*
 - *[Police Vulnerable Sector Check \(PVSC\)](#)*
- *[Regulation 521/01, as amended by Regulation 323/03](#)*
- *[Niagara Catholic District School Board Policies/Procedures](#)*
 - *[Accessibility Customer Service Policy \(800.8.1\)](#)*
 - *[Catholic School Council \(800.1\) AOP](#)*
 - *[Educational Field Trip \(400.2\) AOP](#)*
 - *[Niagara Catholic Parent Involvement Committee Policy \(800.7\)](#)*
 - *[Volunteer Drivers \(302.4\) AOP](#)*
 - *[Volunteer Recognition Policy \(800.4\)](#)*
 - *[Code of Conduct Policy \(302.6.2\)](#)*
 - *[Privacy Policy \(600.6\)](#)*
 - *[Privacy Breach Protocol](#)*

Adopted Date:	March 19, 2013
Revision History:	February 25, 2020 October 18, 2022