



Niagara Catholic District School Board

NIAGARA CATHOLIC VOLUNTEERS

ADMINISTRATIVE OPERATIONAL PROCEDURES

800 – School & Community Relations

No 800.9

Adopted Date: March 19, 2013

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

PREAMBLE

Niagara Catholic volunteers will uphold the Board Mission, Vision and Values, model caring and cooperative relationships, and will adhere to Board Governance Policies and Administrative Operational Procedures.

Volunteers provide without remuneration, support for a safe and secure learning and working environment, educational field trips, extra-curricular activities and/or other school events.

Volunteers foster strong school and community relationships and are integral partners to support Niagara Catholic students.

POLICE RECORD CHECK AND OFFENCE DECLARATIONS

The Ministry of Education requires school boards to collect a Police Record Check, dated within six months of submission, on a five-year renewable cycle from all volunteers. Any expense associated with a Police Record Check is the responsibility of the volunteer.

Niagara Catholic volunteers, 18 years of age or older, are required to submit a satisfactory Police Vulnerable Sector Check prior to the commencement of volunteer work.

Police Vulnerable Sector Check (PVSC)

A Police Vulnerable Sector Check is an in-depth check that includes all information permitted to be disclosed in a basic criminal record check and includes additional information such as outstanding charges, warrants, certain judicial orders, and absolute and conditional discharges, as well as applicable findings of not criminally responsible on account of mental disorder, record suspensions related to sexually-based offences, and non-conviction charges-related information.

Factors for a PVSC include:

- responsibility for students
- close contact with students
- ongoing to day-to-day interactions with students, and/or
- being unsupervised around students

VOLUNTEER OFFENCE DECLARATION

In every year in which an individual continues to be a volunteer that is not a year in which the Board collects a Police Vulnerable Sector Check, the volunteer must sign and submit a [Volunteer Offence Declaration \(Appendix C\)](#), by September 1.

The volunteer offence declaration will stand as a legally binding document, in accordance with Regulation 521/01, as amended by Regulation 298/25.

VOLUNTEERS

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*)

Individuals who are interested in volunteering in Niagara Catholic schools, on educational field trips, extra-curricular activities/events, and/or acting as a volunteer driver, are required to speak to the school principal.

Prior to volunteering, volunteers must:

- complete and submit the [Volunteer Application Form \(Appendix A\)](#)
- complete and submit the [Volunteer-Authorization to Transport Students Form \(Appendix B\)](#), if applicable
- complete a one-time training on accessibility, and provide proof of the [Integrated Accessibility Standards Regulation Certificate of Training](#) and the [Ontario Human Rights Commission Certificate of Completion](#), in accordance with the Ontario Human Rights Commission: Working Together Accessibility for Ontarians with Disabilities Act
- complete updated AODA training, as required, and provide proof of completion to the principal
- provide an original and satisfactory Police Vulnerable Sector Check dated within six months of submission, and/or sign and submit a Volunteer Offence Declaration (as required)

PRINCIPAL RESPONSIBILITIES

The principal is responsible for:

- determining the volunteering needs of the school
- communicating the process and details outlined in the [Volunteer Application Form \(Appendix A\)](#)
- communicating the process and details outlined in the [Volunteer-Authorization to Transport Students Form \(Appendix B\)](#), if applicable
- providing a volunteer with the Board approved letter, placed on school letterhead ([Appendix E](#)), to support the application of a Police Vulnerable Sector Check
- reviewing and approving volunteer applications
- collecting and retaining the required documentation in a safe and secure location in the main office of the school for all approved volunteers:
 - Volunteer Application Form
 - Volunteer-Authorization to Transport Students Form, if applicable
 - Original Police Vulnerable Sector Check, every five years
 - Volunteer Offence Declarations in subsequent years
 - Integrated Accessibility Standards Regulation Certificate of Training, and
 - Ontario Human Rights Commission Certificate of Completion
- providing information on updated AODA training as required
- recognizing volunteers on an annual basis

VOLUNTEER RESPONSIBILITIES

Volunteers in Niagara Catholic schools must:

- sign in/out at the school’s main office
- wear the volunteer identification, as required by the school
- assist under the supervision and direction of the school principal and staff
- seek assistance from staff and/or the school principal, when faced with any challenge while acting as a volunteer
- acknowledge that 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 \(Appendix A\)](#)

- immediately report Criminal Code charges or convictions to the principal and obtain a new required Police Vulnerable Sector Check if charged with an offence

VOLUNTEER DRIVERS

In addition, the following will apply to all volunteer drivers, including employees of the Board.

A volunteer driver-must:

- be 25 years of age or older (an exception may apply to a Board employee as approved by the principal/supervisor)
- hold a valid Ontario Class G License
- hold third-party automobile insurance in Ontario with a minimum of \$1,000,000 liability coverage, meeting the Board's requirement for non-owned auto insurance coverage
- confirm a passenger list with the teacher-in-charge/supervisor. A copy of the list must be provided to the main office prior to departure. A second list will be kept by the teacher-in-charge/supervisor
- ensure that each passenger in the vehicle has a working seatbelt
- ensure that a child under the age of 8 is properly secured in the correct child care seat/booster seat
- not smoke/vape, or permit smoking/vaping in the vehicle when students are being transported
- ensure that alcoholic beverages/illegal substances are not transported in the vehicle
- never be under the influence of any level of alcohol/substance
- in the event of an accident, immediately contact the principal of the school and/or supervisor

RENTAL VEHICLES

Only employees of the Board are permitted to use a rental vehicle to transport students on Board/school-approved business and/or to activities/events.

- A vehicle rental is limited to 30 days or less.
- The rental contract must clearly show the Niagara Catholic District School Board as the “renter” with the Name of the School, and the Name of Teacher/Supervisor.
- The Deductible Waiver or Collision Damage Coverage from the rental agency must be purchased.
- In the event of an accident, immediately contact the rental agency, and the principal of the school and/or supervisor.

PERSONAL LIABILITY AND BOARD LIABILITY

The Board, maintains the Excess Liability Insurance Policy, which covers all employees and volunteers who transport students within Canada and the Continental United States on behalf of the Board. This policy comes into effect if a judgment arises against that employee or volunteer resulting from use of their vehicle and is in excess of the limit carried by the individual on their personal policy.

An employee who rents a vehicle in Ontario under their own name may be exposing their own insurance policy to a claim for any damage or injury which occurs while the vehicle is in their custody or control. The Board has purchased the OPCF 27 endorsement, in the event of a third-party liability loss, the fleet policy is the primary coverage, therefore removing the exposure to an employee’s personal policy, and transferring to the fleet policy of the Board.

PARENTAL CONSENT

Parents/Guardians of a student being transported to a Board/school approved activity or event by an approved volunteer driver must review, sign and submit the [Request to Transport Student Consent Form \(Appendix D\)](#) prior to student participation.

RETENTION OF DOCUMENTATION

The principal of the school shall collect and retain the required documentation, including an original or true copy of the Police Vulnerable Sector Check and the volunteer offence declarations in the subsequent (4) years, in a safe and secure location in the main office of the school for all approved volunteers, in accordance with the Records and Information Management Records Retention Schedule of the Board and all applicable privacy legislation and Board policies.

References:

- *Niagara Regional Police Services:*
 - *Police Record Check*
- *Regulation 521/01, as amended by Regulation 298/25 Collection of Personal Information*
- *Bill 33, Supporting Children and Students, Act 2025*
- *Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11*
- *Integrated Accessibility Standards Regulation, Ontario Regulation 191/11*
- *Ontario Human Rights Code, R.S.O. 1990, c. H.19*
- *Niagara Catholic District School Board Policies/Procedures*
 - *Accessibility Standards Policy (800.8)*
 - *Accessibility Customer Service Policy (800.8.1)*
 - *Access to Board Premises (302.6.3) AOP*
 - *Catholic School Councils (800.1) AOP*
 - *Educational Field Trips: Overnight, Extended Overnight, Credit Program or Exchanges (400.2) AOP*
 - *Educational Field Trips: Day and Extended Day (400.2.1) AOP*
 - *Educational Field Trips: Co-Curricular Excursions (400.2.2) AOP*
 - *Niagara Catholic Parent Involvement Committee Policy (800.7)*
 - *Volunteer Recognition Policy (800.4)*
 - *Code of Conduct Policy (302.6.2)*
 - *Police Record Check and Offence Declaration (201.18) AOP*
 - *Privacy Policy (600.6)*
 - *Privacy Breach Protocol*
 - *Police Protocol between the Niagara Regional Police Services and the Niagara Catholic District School Board Protocol between Family and Children Services and the Niagara Catholic District School Board*
 - *Record Information and Management Classification System and Retention Schedule*

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