

POLICY

It is the policy of the Upper Grand District School Board to encourage and welcome the involvement of community and parent volunteers. Volunteers enhance learning opportunities for students as well as contribute to a positive school climate.

Administrative Detail

1. It is the responsibility of the appropriate Superintendent to administer this policy in accordance with the Procedures Manual 205-A.
2. It is the responsibility of Principals to implement this policy in accordance with the Procedures Manual 205-A.
3. It is the responsibility of Principals to select, coordinate and supervise the activities of volunteers in their schools. They may do so in consultation with staff and school councils as appropriate.
4. Volunteers perform tasks under the supervision and guidance of teachers/supervisors in conjunction with Principals. Volunteers must adhere to this Policy and Procedures Manual, the Volunteer Agreement 205 -1, and the information provided to them on their roles and responsibilities in the school's volunteer information package.
5. Volunteers may perform supportive activities to assist staff but are not to be directly assigned to teaching, diagnostic, prescriptive or evaluative duties, or any duties that conflict with the Board's Collective Agreements with its employees.
6. This policy operates in conjunction with The Education Act Section 71(1) 4, Board Policy # 508 Educational Field Trips, # 408 Anti-Harassment, # 207 Antiracism and Ethnocultural Equity, # 213 Code of Conduct, # 406 Health and Safety, # 206 Violence-Free Schools, # 102 School Generated Funds, # 203 Video Surveillance, # 208 Smoke-Free Environment, # 502 Child Abuse and Protection, # 509 Health Support Services, the Municipal Freedom of Information and Protection of Privacy Act RSO 1990.CM56, and the Board's Collective Agreements.

A. ROLES AND RESPONSIBILITIES

1. Principals will ensure that:
 - a) the school's needs are assessed,
 - b) the structure and objectives for the school's volunteer program are determined,
 - c) teachers/supervisors and volunteers are aware of the Volunteer Policy and Procedures Manual, the Volunteer Agreement 205 -1 and other applicable Board policies,
 - d) adequate and reasonable supervision and operational guidelines for volunteers are established,
 - e) all volunteers are screened, as appropriate,
 - f) all volunteers receive appropriate orientation,
 - g) the Volunteer Agreement form 205-1 is followed and signed,
 - h) support is provided to all those involved in the volunteer program,
 - i) all volunteers receive appropriate appreciation and acknowledgement, and
 - j) the program is assessed and evaluated on a regular basis.

2. Teachers/Supervisors will:
 - a) be aware of the Volunteer Policy and Procedures Manual, the Volunteer Agreement 205-1 and other applicable Board policies,
 - b) participate in the orientation and appreciation of volunteers as appropriate,
 - c) assist the Principal, as required, with the development of the volunteer program,

- d) follow the supervision and operational guidelines of the school's volunteer program,
 - e) provide the Principal with information on the volunteer needs of the classroom or program,
 - f) plan for the volunteer,
 - g) provide on-the-job training and support for the volunteer, and
 - h) communicate with the volunteer and ensure that the volunteer is informed of schedules and changes to schedules.
3. Volunteers will:
- a) be aware of the Volunteer Policy and Procedures Manual, the Volunteer Agreement 205-1 and other applicable Board policies,
 - b) be prompt and responsible,
 - c) work with and for the children,
 - d) follow the teacher/supervisor's direction,
 - e) participate in available training, and
 - f) respect the confidentiality of all information received regarding a pupil or staff while serving as a volunteer.

B. PROTOCOLS

- 1. Volunteers are assigned to their duties under the authority of the Principal of a school or supervisory staff at a Board site.
- 2. Volunteers work directly with classroom teachers/supervisors.
- 3. Volunteers are not to be left in charge of an entire class.
- 4. Volunteers may work in a separate room or area with a child or a small

group of children under adequate and reasonable supervision.

5. Volunteers will not have responsibility for petty cash.
6. Volunteers will not be used during a legal strike or lockout to perform the duties of striking or locked-out employees.
7. The Principal/Supervisor retains the authority to accept or decline any volunteer's offer of service without appeal and to halt, without appeal, a volunteer activity based on any specific concerns.
8. The Principal may seek assistance from the appropriate Superintendent regarding the suitability of a potential volunteer.

C. POLICE RECORD CHECKS

1. All community volunteers will provide a current Police Record Check to the Principal.
2. The Principal will use his/her discretion when requesting a Police Record Check from a parent or other close relative (grandparents, etc.) of a student attending the school. The Principal will assess the risk involved based on the extent of interaction with, and responsibility for, students and the degree of direct supervision of the volunteer. If the risk is medium to high, the Principal will request a Police Record Check.
3. The Principal may seek assistance from Human Resources in adjudicating a Police Record Check.
4. The Board will not assume any cost involved in obtaining a Police Record Check.

D. INSURANCE FOR VOLUNTEERS

1. While acting within the scope of his/her duties on behalf of the Board, volunteers are insured under the Board's liability insurance policy.
2. All accidents/injuries involving a volunteer must be reported to the

Principal/Supervisor and the Ontario School Board Insurance Exchange (OSBIE).

3. The Ontario School Board Insurance Exchange (OSBIE) Incident Report Form must be completed for accidents, as appropriate.

**E. MUNICIPAL FREEDOM OF
INFORMATION AND PROTECTION OF PRIVACY ACT**

1. Volunteers are not allowed access to Ontario Student Records (OSRs) or school student records.
2. Volunteers may need to be provided with personal information such as home phone numbers for the purpose of assisting staff. This is permissible provided that:
 - a) consent is received from the parent/guardian or student who is eighteen (from the Consent for the Use and Disclosure of Routine Student Information form which is sent home in September of each year),
 - b) the information is used to perform the function they have been assigned, and
 - c) the volunteer follows the terms and conditions relating to security and confidentiality of personal information according to the Municipal Freedom of Information and Protection of Privacy Act.