



ADMINISTRATIVE PROCEDURE	
<i>Approval Date</i> November 2010	<i>Replacing</i> All previous procedures
<i>Review Date</i> 2015	<i>Page</i> 1 of 7
<i>Contact Person/Department</i> Superintendent of Elementary Operations	<i>Identification</i> ES-5001

VOLUNTEER HELPERS IN THE SCHOOL

1.0 PURPOSE

Trillium Lakelands District School Board encourages the participation of volunteers in its schools and recognizes the educational advantages to all concerned. The Board further believes that through volunteering, individuals can model caring and co-operative relationships and promote the value of being responsible citizens.

2.0 REFERENCES AND RELATED DOCUMENTS

- 2.1. Code of Conduct OP-6020 / OP-6021
- 2.2. Criminal Record Checks and Offence Declarations HR- 4020
- 2.3. Safe Arrival OP-6001
- 2.4. Field Trips and Excursions ES-5016
- 2.5. Co-Instructional Activities ES-5026
- 2.6. Freedom of Information BD-2031
- 2.7. Privacy Information Management BD-2121
- 2.8. TLDSB Collective Agreements

3.0 TERMS AND DEFINITIONS

- 3.1. Volunteers – are responsible individuals who willingly give of their time and talent as valuable members of a school team to support staff in fulfilling specific needs as determined by senior administration, principals and /or the staff directly involved.

4.0 ADMINISTRATIVE PROCEDURE

4.1 OBJECTIVES OF VOLUNTEER PROGRAMS

Volunteer programs:

- 4.1.1 foster a strong school and community partnership;
- 4.1.2 enhance the quality of education;
- 4.1.3 expand learning activities;
- 4.1.4 provide innovative programs and enrichment activities using community skills and resources; and
- 4.1.5 optimize learning opportunities for students, staff and Volunteers.

4.2 SELECTION OF VOLUNTEERS

- 4.2.1 The principal in consultation with staff will identify situations where volunteer support would enhance the learning environment for students in the school.
- 4.2.2 The principal's use of volunteers in school must adhere to the terms of all applicable collective agreements.
- 4.2.3 Invitations may be issued to the parents and community to respond to identified volunteer needs in the school. Volunteers are welcome to come forward at any time to offer their services as appropriate. The Principal and/or the Board reserve the right to accept or deny any offers of volunteer services.
- 4.2.4 All potential volunteers will complete a Volunteer Questionnaire (Appendix 5.1)
- 4.2.5 All volunteers will sign a confidentiality form (Appendix 5.2)
- 4.2.6 All volunteers will provide a current criminal record (CRC) check, which includes a Vulnerable Sector screening, prior to beginning their volunteer work. In subsequent years volunteers with a CRC on file will sign an Offence Declaration.
- 4.2.7 Within a school, volunteers are assigned at the discretion of the school principal and in accordance with the restrictions and requirements outlined in this and other Board policies and procedures.

4.3 SCHOOL ADMINISTRATION

The school administration will:

- 4.3.1 approve all volunteers for the school, after ensuring that the established selection criteria (4.2) has been met;
- 4.3.2 determine and ensure that volunteers receive appropriate orientation, training, materials, and support which may include:
 - a) expectations around confidentiality;
 - b) school routines;
 - c) expected behaviours;
 - d) emergency procedures;
 - e) relationship protocols;
 - f) communication protocols.

- 4.3.3 ensure that all volunteers receive a copy of the “Volunteers” brochure for TLDSB. (Appendix 5.3);
- 4.3.4 provide a mechanism for a record of volunteer activities (i.e. Visitor / Volunteer sign-in book);
- 4.3.5 address concerns immediately when it is apparent that a volunteer is not supporting the school program, or having a positive impact on the school and / or no longer meets the criteria established and described in 4.2;
- 4.3.6 ensure that volunteers are appropriately supervised by a Board employee;
- 4.3.7 demonstrate an appreciation of volunteers in ways that do not involve a wage, honorarium or any other monetary payment.

4.4 SCHOOL STAFF

The staff member will:

- 4.4.1 confirm with the principal that the volunteer has been approved;
- 4.4.2 provide a welcoming atmosphere for the volunteer who is assisting the staff member;
- 4.4.3 meet with the volunteer to clearly outline the tasks to be performed;
- 4.4.4 provide training in any necessary skills;
- 4.4.5 ensure that tasks are planned and materials prepared in advance;
- 4.4.6 address any concerns with the volunteer that may arise;
- 4.4.7 inform the principal of any unusual conflicts or events arising from the use of volunteers;
- 4.4.8 ensure that volunteers are aware of timelines, classroom and school rules and routines, and specific needs of individual students.

4.5 VOLUNTEERS

The volunteer will:

- 4.5.1 participate in training and orientation as provided by the school;
- 4.5.2 respect the procedures and routines established in the school;

- 4.5.3 record arrival in the visitor / volunteer sign-in book at the office;
- 4.5.4 communicate with the staff member about assigned tasks, not having any responsibility for the diagnosis of learning strengths or difficulties, the assignment of learning experiences, or the evaluation of pupil progress;
- 4.5.5 not assign any disciplinary measures;
- 4.5.6 report immediately any discipline problem to a teacher or the school administration;
- 4.5.7 inform the school administration / staff member of any unusual events or conflicts;
- 4.5.8 prior to any volunteer assignment in the school, provide the school principal, at his/her own expense, an original copy of a Criminal Record Check which includes a Vulnerable Sector Screening executed within the last six months;
- 4.5.9 for each subsequent school year in which the individual continues to volunteer at the same school in Trillium Lakelands DSB, he/she will be required to complete an Offence Declaration and provide it to the principal of the school before he/she resumes his/her volunteer role in the school. (per HR 4020);
- 4.5.10 when beginning a volunteer role at a different school, provide the school principal of that school, at his/her own expense, an original Criminal Record Check. The requirement for the completion of an Offence Declaration as per above will apply in subsequent years (per HR-4020);
- 4.5.11 work co-operatively as part of a team to support and supplement school programs;
- 4.5.12 respect the confidentiality of the relationship to the school ensuring that staff issues and student work and behaviour issues are held in confidence and adhere to the Freedom of Information and Protection of Privacy Act;
- 4.5.13 be prompt, dependable and regular in attendance and give advance notice to the school when unable to attend.

5.0 APPENDICES

- 5.1 Appendix 5.1 Volunteer Questionnaire
- 5.2 Appendix 5.2 Confidentiality Form for Volunteers
- 5.3 Appendix 5.3 "Volunteers" Brochure



CONFIDENTIALITY FORM FOR VOLUNTEERS

In the course of your activities within Trillium Lakelands District School Board, you may learn personal information about students, their families and staff members.

Because the privacy of students, their families and staff members must be respected, confidentiality is of prime importance. All Trillium Lakelands District School Board staff and volunteers are bound by the requirements of the Freedom of Information Act and the Privacy Information Management Procedure.

Protection of Confidential Information

I, _____, have been made aware of the confidential nature of information when working with students and staff in schools within Trillium Lakelands District School Board. Whether or not such confidential information may be available to me in the normal performance of my duties, occasionally or inadvertently, the confidentiality will be respected.

I understand that confidential information disclosed to me, or which may come to my knowledge, may not be divulged within or outside the school unless authorized in writing by the school principal or the parent/guardian of a student. In the event that the confidentiality is breached, I may be required by the principal or the Board to relinquish my duties as a volunteer.

Signature

Date

Effective Date: _____ Responsibility: _____

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Volunteer programs:

- foster a strong school and community partnership;
- enhance the quality of education;
- expand learning activities;
- provide innovative programs and enrichment activities using community skills and resources; and
- optimize learning opportunities for students, staff and volunteers.

All volunteers are required to provide a current criminal records check (CRC), which includes a Vulnerable Sector screening, prior to beginning their volunteer work. In subsequent years volunteers with a CRC on file will sign an Offence Declaration.

All volunteers will be asked to sign a confidentiality form.

Volunteers are assigned at the discretion of the school principal to best meet the needs within the school.

When volunteering in a school volunteers are asked to sign in and sign out in the office using the visitor/volunteer sign in book.

There are many volunteer opportunities in schools including helping with:


- field trips
- breakfast programs
- reading programs
- library
- arts and crafts
- safe arrival
- special event days

If you are interested in volunteering at your school, please contact the school principal.

Volunteers

Volunteers


Volunteer Helpers
in the School



www.tlidsb.ca

1-888-526-5552

PAMPHLET REVISED – November 2010



SCHOOL COMMUNITY

What is the procedure for getting a police check and who pays for it?

The procedure for obtaining a police check varies depending on which geographical region of the Board in which you live. In most cases the volunteer is responsible for taking two pieces of identification including one photo identification to their local police station or OPP detachment. Please note that social insurance cards and Health cards will not be accepted as identification. Volunteers are responsible for the cost of any police checks.

What is a vulnerable sector check?

A vulnerable sector check is for volunteers who will be working with a group or an individual who is identified as "vulnerable" by the police. This would be people in a position of dependence or at greater risk of being harmed by persons in a position of authority or trust. The primary volunteer sector that applies to schools is for "children under the age of 18."

Where do I report to when I arrive/leave?

Each school has a Visitor/Volunteer sign out book in the main office. Volunteers are asked to sign in upon arrival and then sign out prior to leaving the building. In many schools volunteers also have an identification tag which allows students and staff within the building to know who the volunteers are.

What do I do if I experience a situation that makes me uncomfortable?

If you experience a situation that makes you uncomfortable you should report it to the staff member you are working with or the Principal as soon as possible. If a child discloses information to you as a volunteer about neglect or abuse you are required to contact the Children's Aid Society and file a report. There are forms in school offices that can help you with this process.

What do I do in situations of emergency such as a Code Red drill or Fire drill?

In a Code Red drill all people in the building are expected to secure themselves in a safe location (ie. locked room), turn off the lights and remain silent. In a Fire Drill a continuous set of bells will ring. In this situation all people within the building are expected to leave the building via the nearest exit.

Do I have to volunteer on a regular basis or can I volunteer once in a while?

Volunteers are welcome in schools when they are available. The important thing for volunteers to remember is to follow the agreed upon schedule and if you are unable to attend the school as agreed upon to please contact the school and inform the staff member you were volunteering with that you will not be in attendance.

I am going on a class trip with my child. Why do I have to get a Criminal Record Check for a one-time occasion?

It is the policy of the TLDSB to ensure that all individuals who come into direct contact with children have a Criminal Record Check (CRC). The Board is in a position of trust with regards to students and must protect their intellectual, physical, mental, and emotional well-being. The well-being of students is a priority and as such we expect everyone who will be working with students to have completed a CRC.

Do I have insurance coverage when I am volunteering in the school?

Volunteers are protected by the Board's liability insurance against lawsuits arising out of their duties for the Board. Coverage only applies when the volunteer is carrying out duties assigned by the school authorities (ie. staff members). Volunteers are not covered by accident insurance nor by the Workplace Safety and Insurance Act through the Board.

Will I receive any training to be a volunteer?

The amount of training you will receive will depend on the type of volunteer job you are performing. Support may include information on school routines, expected behaviours, emergency procedures, as well as relationship and communication protocols. Please ask staff members if you have any questions.