



ADMINISTRATIVE PROCEDURE	
<i>Approval Date</i> 2015	<i>Replacing</i> All previous procedures
<i>Review Date</i> 2020	<i>Page</i> 1 of 8
<i>Contact Person/Department</i> Superintendent of Elementary Operations	<i>Identification</i> ES-5001

VOLUNTEERS IN TRILLIUM LAKELANDS DISTRICT SCHOOL BOARD

1.0 PURPOSE

Trillium Lakelands District School Board believes and recognizes that volunteers enhance the learning experiences of our students. The Board appreciates that by engaging members of our communities, volunteers can model positive relationships and good citizenship.

2.0 REFERENCES AND RELATED DOCUMENTS

- 2.1 Trillium Lakelands DSB Volunteer Brochure
- 2.2 Appropriate Use of ICT Technology BU-3036
- 2.3 Code of Conduct OP-6020 / OP-6021
- 2.4 Co-Instructional Activities ES-5026
- 2.5 Criminal Record Checks and Offence Declarations HR- 4020
- 2.6 Equity and Inclusive Education BD-2101
- 2.7 Field Trips and Excursions ES-5016
- 2.8 Freedom of Information BD-2031
- 2.9 Fundraising ES-5006
- 2.10 Lockdown Emergency Response OP-6540
- 2.11 Privacy Information Management BD-2121
- 2.12 Safe Arrival OP-6001
- 2.13 TLDSB Collective Agreements
- 2.14 *Freedom of Information and Protection of Privacy Act*
- 2.15 *Municipal Freedom of Information and Protection of Privacy Act*

3.0 TERMS AND DEFINITIONS

- 3.1. Volunteers – are responsible individuals who willingly give of their time and talent to support staff and students 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

In a safe and caring learning community, volunteer programs:

- 4.1.1 foster a strong school, and community partnership;
- 4.1.2 support opportunities for the school community;
- 4.1.3 provide innovative programs and enrichment activities using community skills and resources; and
- 4.1.4 optimize learning opportunities for students, staff and volunteers.

4.2 SELECTION OF VOLUNTEERS

- 4.2.1 Volunteers are welcome to come forward at any time to offer their services as appropriate.
- 4.2.2 The principal in consultation with staff will identify situations where volunteer support would enhance the learning experience for students in the school. Invitations may be issued to the parents and community to respond to identified volunteer needs in the schools.
- 4.2.3 All potential volunteers will complete a Volunteer Questionnaire (Appendix 5.1).
- 4.2.4 All volunteers will provide contact information.
- 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 The Principal and/or the Board reserve the right to accept or deny any offers of volunteer services.
- 4.2.8 The principal's use of volunteers in school must adhere to the terms of all applicable collective agreements.

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 actively communicate the equity and inclusive education policy to volunteers;
 - 4.3.3 determine and ensure that volunteers receive appropriate orientation, training, materials, and support which may include:
 - a) expectations around confidentiality;
 - b) school routines and emergency procedures;
 - c) Code of Conduct procedure;
 - d) communication protocols.
 - 4.3.4 ensure that all volunteers receive a copy of the “Volunteers” brochure for TLDSB;
 - 4.3.5 provide a mechanism for a record of volunteer activities (i.e. Visitor / Volunteer sign-in book);
 - 4.3.6 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;
 - 4.3.7 ensure that volunteers are appropriately supervised by a Board employee;
 - 4.3.8 ensure that all staff 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 instructions 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;
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- 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 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;
- 4.5.2 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);
- 4.5.3 when beginning a volunteer role at a different school, he/she must arrange to have their original Criminal Record Check and Offence Declaration documents, or certified copies, transferred to the Principal at that school. The requirement for the completion of an Offence Declaration as per above will apply in subsequent years(per HR-4020);
- 4.5.4 participate in training and orientation as provided by the school;
- 4.5.5 respect the procedures and routines established in the school;
- 4.5.6 record arrival in the visitor / volunteer sign-in book at the office;
- 4.5.7 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;
- 4.5.8 report immediately any discipline problem to a teacher or the school administration;
- 4.5.9 inform the school administration / staff member of any unusual events or conflicts;
- 4.5.10 not assign any disciplinary measures;
- 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 issues related to staff and/or student academics and behaviour 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 Criminal Reference Check Form Letter

VOLUNTEER QUESTIONNAIRE

Trillium Lakelands District School Board believes and recognizes that volunteers enhance the learning experiences of our students. The Board appreciates that by engaging members of our communities, volunteers can model positive relationships and good citizenship.

Name: _____ Mr. / Mrs. / Ms. / Miss
Surname First Name

Address: _____

Telephone: _____
Home Other

Email Address: _____

I have a child attending this school: Yes No

Name of child(ren) _____

There are lots of volunteer opportunities in schools including help with:

Elementary

- field trips;
- breakfast programs;
- reading programs;
- library;
- arts and crafts;
- safe arrival;
- special event days;
- drivers;
- school council;
- other _____

Secondary

- drivers;
- coaches;
- special events;
- careers day;
- guest speaker;
- school council;
- lunch program;
- other _____

(check all that apply)

I am willing to volunteer on a regular weekly basis. _____ AM PM
Day(s)

I am willing to volunteer at events when needed.

I prefer to volunteer for events that are outside of the school day.

I am interested in supporting a classroom (reading/small group, etc.).

I am interested in other volunteer opportunities within the school.

Area of preference: _____

Skills and interests you could share with the school:

Thank you for your interest in volunteering!

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.

I understand that confidential information disclosed to me, obtained inadvertently or in the normal performance of my duties will be respected and 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 will be required by the principal or the Board to relinquish my duties as a volunteer.

Signature

Date

Effective Date: _____ Responsibility: _____



We are truly thankful for the support our volunteers provide to ensure our students are receiving the best possible education.



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CRIMINAL REFERENCE CHECK FORM LETTER

DATE: _____

ATTENTION: _____
(Indicate name of Police Detachment)

RE: Request for Criminal Reference Check which includes the Vulnerable Sector Check

Name of Applicant:	
Signature of Applicant:	
Date of Birth:	
Position To Be Held:	Volunteer
Description of Work Involved:	Volunteers support staff and students in a classroom setting to fulfill specific needs as determined by senior administration, principals and /or the staff directly involved.

Please be advised that the above-named applicant will be volunteering with Trillium Lakelands District School Board and the Board requires that a Vulnerable Sector Check be conducted.

Yours truly,

Principal

School

Better together in a safe and caring learning community.

CITY OF KAWARTHA LAKES • COUNTY OF HALIBURTON • DISTRICT
MUNICIPALITY OF MUSKOKA

www.tlidsb.ca