

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.

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.

There are many volunteer opportunities in schools, these include help with:

- field trips
- breakfast programs
- reading programs
- library
- arts and crafts
- safe arrival
- special event days
- drivers
- school council
- coaches
- career day

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



www.tldsb.ca

1-888-526-5552

Volunteers

**Volunteers in
Trillium Lakelands
District School
Board**

Volunteers



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.

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 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 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.

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, duty to report, and emergency procedures, as well as relationship and communication protocols. Please ask staff members if you have any questions.

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.

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.

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.”

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.

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.