



Policy Section: **School Administration**

Policy Name: **Use of Volunteers**

**300**  
**306**

## **Policy Statement**

It is the policy of the Keewatin-Patricia District School Board that the use of school volunteers is supported and encouraged.

## **Rationale**

Volunteers enhance the quality of education for students and provide opportunities for family and community involvement in the school.

## **Guidelines**

1. Volunteers fulfill specific needs as approved by the Principal, or Designate, and are responsible to the Principal or Vice-Principal.
2. Some training may be required prior to the commencement of the volunteer activity (i.e., Appendix A of Policy 706, Employee Code of Conduct).
3. School volunteers shall work at all times under the direction of a teacher, Principal, and/or Vice-Principal.
  - a) If a volunteer is required to work alone with a student or to accompany a student on overnight activities or to work with a student for an extended period of time, the volunteer must provide a criminal reference check and vulnerable sector check;

### Cross Reference

#### Policies:

307, Use of Privately Owned Vehicles  
332, Accessibility Standards or Customer Service  
501, School Councils Parent Involvement Committee  
701, Criminal Background Checks  
706, Employee Code of Conduct  
715, Substance Use by Employees and Volunteers  
716, Use of Medical Cannabis  
Procedures:  
401, School – Student Activities Outside of the Classroom

Date Adopted: 09/11/1999

Dates Reviewed: 11/02/2003; 13/06/2006;  
11/02/2014; 13/06/2017; 18/05/2022

Review By: 2026

- b) For all other volunteers who do not provide this documentation, a teacher must be present at all times assume supervision responsibilities when the volunteer is with the students; and
  - c) Criminal reference checks and vulnerable sector checks will be paid for upon provision of a receipt out of the school budget and filed at the school.
4. Volunteers shall be required to sign an Oath of Confidentiality (see Appendix A).
  5. Volunteers involved in co-curricular activities should be familiar with the Keewatin-Patricia District School Board Policies and procedures as they apply to the activity as well as school policy and expectations.
  6. Volunteers are covered by the Ontario School Boards' Insurance Exchange provided they act within the scope of the described role.
  7. When an allegation of misconduct is made against a volunteer, the Principal, or Designate, will do the following:
    - a) Remove the volunteer during the investigation; and
    - b) Notify the appropriate superintendent.
  8. A volunteer found to be guilty of misconduct will no longer be accepted as a volunteer in our Board. If the conduct involves behaviour that contravenes the law, the Principal, or Designate, will refer the matter to Child and Family Services or the police.