

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. (ie., 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.
 - 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.
 - 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.

Cross Reference

Policies:

Policy 701, Criminal Background Checks
 Policy 716 Use of Medical Cannabis
 Policy 307, Use of Privately Owned Vehicles
 Policy 332, Accessibility Standards or Customer Service
 Policy 501, School Councils Parent Involvement
 Committee; 701, Criminal Background Checks
 Policy 706, Employee Code of Conduct
 Policy 715, Substance Use by Employees and Volunteers

Procedure:

401, School – Student Activities Outside the
 Classroom

Date Approved: November 9, 1999

Date Reviewed: Feb 11/03; June 13/06; Nov 10/09; Feb 11/14;
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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 manual developed for this purpose and the NorWOSSA Coaches' Handbook.

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.

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