



USE OF VOLUNTEERS

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| Responsibility: | Coordinating Superintendent, Human Resource Services |
| Legal References: | Ontario Regulation 521/01 – Collection of Personal Information |
| Related References: | Administrative Procedure 3770 - Criminal Reference Checks |
| Revisions: | January 2016, January 2020 |
| Reviewed: | January 2020 |

1. Preamble

This document provides expectations for the use of volunteers in the Waterloo Region District School Board (WRDSB).

2. General

- 2.1 Volunteers are individuals who willingly give of their time and talent within a school setting.
- 2.2 Volunteers receive no remuneration.
- 2.3 Volunteerism is a form of community engagement.
- 2.4 Management of volunteers includes procedures for screening, orienting/training, supervising, assessment and recognizing volunteers.
- 2.5 Supervision is the overseeing of an activity for regulation or direction. The Ontario Physical and Health Education Association (OPHEA) has produced *Physical Education Safety Guidelines* to assist school boards in formulating site-specific safety guidelines for physical education, intramural sports programs, and inter-school athletics at the elementary and secondary levels. The Guidelines designate three categories of supervision: constant visual supervision, on-site supervision, and in the area supervision.
- 2.6 Constant visual supervision means that a teacher is physically present, watching the activity in question. Only one activity requiring visual supervision may take place while other activities are going on. On-site supervision entails teacher presence but not necessarily constantly viewing one activity. In the area, supervision means that the teacher could be in the gymnasium while another activity is taking place nearby to the gymnasium.

3. Responsibilities

- 3.1 Principals shall:
 - 3.1.1 Through consultation with staff and the School Council, assess the possibilities for the use of volunteers in any school-sponsored activity;
 - 3.1.2 Determine the volunteer assignments in consultation with staff and the needs of the school and in accordance with the restrictions and requirements outlined in this and other WRDSB policies and procedures;
 - 3.1.3 Ensure that all volunteers are screened, as appropriate (Appendix A);
 - 3.1.4 Request appropriate references and ensure verification (Appendix B);
 - 3.1.5 Receive the Police Vulnerable Sector Check (PVSC) from the prospective volunteer and may seek assistance from Human Resources in adjudicating a PVSC;
 - 3.1.6 Provide all volunteers an orientation to the school as appropriate; to relevant school and WRDSB policies and procedures; and to the role, responsibilities and expectations for volunteers;

- 3.1.7 Monitor and support the work of volunteers.
- 3.1.8 Maintain in a secure location all documentation (e.g. Volunteer Interview form, Volunteer Reference Check, PVSC, etc.) relating to volunteers who give of their time within the school site. Said documentation shall be retained for 7 years.
- 3.2 Teachers shall:
 - 3.2.1 Ensure the development of a schedule for volunteers;
 - 3.2.2 Ensure that volunteers are aware of timelines, classroom and school roles and routines and individual needs of students;
 - 3.2.3 Monitor and provide ongoing feedback to volunteers.
- 3.3 Volunteers shall:
 - 3.3.1 Prior to volunteering, submit an original copy of a PVSC if supervising students that are not in direct proximity of a staff member or if deemed necessary by the Principal and shall be required on an annual basis should the individual volunteer in subsequent years;
 - 3.3.2 Be responsible for the cost of the PVSC;
 - 3.3.3 Adhere to established board and school procedures, including the School Code of Conduct;
 - 3.3.4 Be responsible to the Principal and work under the supervision of the teaching staff in order to augment and supplement staff supervision school activities or programs;
 - 3.3.5 Work co-operatively with the school team;
 - 3.3.6 Respect confidentiality; ensure staff issues and student work and behavior issues are held in confidence;
 - 3.3.7 Be prompt, dependable and regular in attendance and give advance notice to teachers when unable to attend.
 - 3.3.8 Not be assigned to assume any responsibility for the diagnosis of learning strengths or difficulties, the assignment of learning experiences, or the evaluation of pupil progress.

4. Field Trips

- 4.1 Volunteer supervisors for trips are expected to know the trip details and volunteer duties/expectations.
- 4.2 Volunteers are expected to know and support the School Code of Conduct, to report any inappropriate student conduct and to adhere to the trip schedule.
- 4.3 Volunteers are expected to model appropriate behavior: to refrain from smoking, using alcohol and/or any illegal acts while supervising students.
- 4.4 In the event of illness on the day of the trip, volunteers are asked to advise the school as early as possible.

5. Unique Circumstances

- 5.1 Under unique circumstances and following consultation with the Family of Schools Superintendent, consideration may be given in the use of a volunteer as a supervisor and assist in the operation of an extracurricular activity when a teacher advisor is not available and subject to the approval of the principal;
- 5.2 Should a volunteer be considered under 5.1 above and approved by the principal, the level of supervision required and specific directives for each physical education sport or activity as specified in the Ontario Association for the Supervision of Physical and Health Education (OPHEA) Physical Education Safety Guidelines (Elementary) and (Secondary) must be adhered.

6. Limitations – Non-Sanctioned Events

- 6.1 This procedure is limited to school or board-sanctioned educational activities only. Non-sanctioned events are not considered to be the Principal's responsibility and thus this procedure does not apply.