



Legal References:

Related References: *AP1415 – Use of Volunteers*  
*AP3770 – Criminal Reference Checks*

Effective Date: *November 21, 2016*

Revisions: *June 10, 2019*

Reviewed: *November 12, 2018, May 9, 2022*

It is the policy of the Waterloo Region District School Board to welcome and to encourage the participation of volunteers within our schools in performing tasks under the direct supervision of staff while helping to ensure the safety of students, staff and volunteers.

In this policy, volunteers refers to either a parent/caregiver volunteer in a school who is a parent, guardian, or caregiver who currently has a child enrolled in school, or a community volunteer who is any member of the community who does not have a child enrolled in the school. Engagement of volunteers occurs with the following understandings:

1. Volunteers are individuals who willingly give of their time and talent to assist students in our schools by encouraging their participation in order to enhance school-based activities and learning;
2. Volunteerism is a form of community engagement whereby increased communication and positive relationships between the school, parents and the community is realized;
3. Volunteers will not receive any type of remuneration;
4. Under exceptional circumstances, and in accordance with the procedure accompanying this policy, a volunteer may assist in the operation of an extracurricular activity when a teacher advisor is not available, and only upon the approval of the school Principal; and
5. Volunteers, prior to being approved, are subject to procedures for screening, a satisfactory Criminal Reference Check (Level 3) \*, orientation/training, supervision, recognition and program evaluation for the volunteer program.

\* Note: Volunteers, who wish to volunteer year after year, will be required to submit annually, a satisfactory Criminal Reference Check (Level 3).