

POLICY – PO413

Volunteers in Schools

Area:	Operations
Source:	Superintendent of Education – Policy Development
Approved:	Nov. 14, 2000
Revised:	May 12, 2014; May 11, 2020

1. Introduction

The Durham Catholic District School Board recognizes and welcomes the important role of volunteers within our school communities. Volunteers enrich student educational experiences and contribute to the effective partnerships between home, school and parish.

2. Definitions

Criminal Background Check – a document concerning an individual that was prepared by a police force or service from national data on the Canadian Police Information Centre (CPIC) database within six (6) months before the day the Board collects the document and contains information concerning the individual’s personal criminal history.

Criminal Record Check – a search of police database records of an individual that includes applicable criminal convictions or findings of guilt.

Volunteer - in respect of this policy, an individual who in their capacity as a school volunteer has direct and supervisory contact with students

Vulnerable Sector Check – the same type of information included in a criminal record check that is disclosed in a criminal record and judicial matters check.

3. Purpose

The purpose of this policy is to encourage the meaningful use of volunteers within our schools and the Board.

4. Application / Scope

The policy applies to the engagement of all volunteers in all schools and programs within the jurisdiction of the Durham Catholic District School Board.

5. Principles

5.1 The Board recognizes that:

- a) principals have the authority to assign to a person who volunteers to serve without remuneration such duties in respect of the school as are approved by the Board and to terminate such assignment if necessary;
- b) volunteers can assist in gaining community support for Catholic education and the Mission of the Board;
- c) volunteers can represent a very valuable and extensive educational resource;
- d) volunteers can enhance the learning opportunities available to pupils;
- e) volunteers can improve school communications with the home, parish and broader community;
- f) volunteers who are endowed with exceptional levels of trust involving frequent, lengthy and/or unsupervised contact with students must provide a Criminal Records Check with the Vulnerable Sector Check consistent with the Criminal Records Checks and Offence Declarations Policy (PO314);
- g) volunteers shall adhere to the principle of confidentiality.

6. Requirements

6.1 The Director of Education shall issue administrative procedures to support this policy and to amend them thereafter as the need arises.

6.2 The Principal shall:

- a) ensure that all volunteers are supportive of the Board's Mission Statement and the basic tenets of the Catholic school system;
- b) provide a letter to a parent/guardian on school letterhead addressed to the Police for the purposes of obtaining a Criminal Background Check at a discounted price;
- c) ensure that volunteers are aware of and supportive of all relevant safe schools practices and Board policies, including but not limited to Equity and Inclusive Education (PO216), Social Media (PO441), Code of Conduct (PO610), Bullying Prevention and Intervention (PO612), and Student Protection (PO607);
- d) be responsible for the recruitment, evaluation and termination of volunteers;
- e) be responsible for an orientation and training program for volunteers;
- f) ensure that duties of teachers under the Education Act and its Regulations are upheld. Volunteers must not assume the duties of teachers as defined in the Education Act and its Regulations;
- g) ensure that volunteers are not assigned to replace employees, (e.g., Custodians, Educational Assistants, Secretaries).

6.3 The school staff shall create a welcoming and appreciative atmosphere for volunteers.

6.4 The school community shall be made aware of the purpose and value of the volunteer program.

6.5 The volunteers shall:

- a) function under the direction and supervision of the principal or designate and staff to whom they are assigned;
- b) provide a Criminal Records Check with the Vulnerable Sector Check consistent with the Criminal Records Checks and Offence Declarations Policy (PO314) every school year, that being September to June, consistent with the principles identified in this policy;
- c) strictly respect the principle of confidentiality that relates to students, staff, clergy and parents/guardians.

7. Sources

- 7.1 O.Reg. 521/01 – Collection of Personal Information, 2003
- 7.2 PPM 140 – School Code of Conduct

8. Related Policies and Administrative Procedures

- 8.1 Criminal Records Checks and Offence Declarations Policy (PO314)