



## **POLICY – PO413**

### **Volunteers in Schools**

Area: Operations

Source: Superintendent of Business, Finance and Facilities Services

Approved: November 14, 2000

Revised: May 12, 2014; May 11, 2020; May 25, 2026

#### **1. Introduction**

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

#### **2. Definitions**

**Police Record Check** (*Ontario Regulation 298/25 Collection of Personal Information*) – a search described in subsection 2(1) of the Police Record Checks Reform Act, 2015.

**Offence Declaration** (*Ontario Regulation 521/01 Collection of Personal Information*) – in respect of a board, a written declaration signed by an individual listing all of the individual’s convictions for offences under the Criminal Records Act, Canada up to the date of the declaration:

- a) that are not included in the last police record check collected by the Board under this policy; and
- b) for which a pardon under section 4.1 of the Criminal Records Act (Canada) has not been issued or granted.

#### **3. Purpose**

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

## **4. Application / Scope**

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

## **5. Principles**

5.1 The Board recognizes that:

5.1.1 volunteers are valued partners who enhance the Catholic education experience and strengthen connections between home, school, parish, and the community, while advancing the mission of the Board.

5.1.2 Principals have the authority to assign Board-approved duties to a volunteer(s) (who serves without compensation), and to terminate such assignment if necessary.

## **6. Requirements**

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

6.2 The Board is committed to engage volunteers in a manner that upholds student safety, equity, and the inclusive values of Catholic education. All volunteers in a position of trust or authority in relation to students must comply with the Board's policy regarding Police Record Checks and Offence Declarations (PO314) and its attendant administrative procedure (AP314-1).

6.3 The Board shall ensure that all volunteers meet the requirements of Ontario Regulation 521/01 Collection of Personal Information, including the submission of a Police Record Check and an annual Offence Declaration, as outlined in the relevant Administrative Procedure (AP314-1).

6.4 Volunteers shall uphold the highest standards of confidentiality and ethical conduct in all interactions in their role as a volunteer, in accordance with PPM128 The Provincial Code of Conduct and School Board Codes of Conduct and relevant Board policies and procedures.

6.5 The school community shall be made aware of the purpose and value of volunteers in schools.

6.6 Volunteers function under the direction and supervision of the principal or designate and staff to whom they are assigned;

6.7 Volunteers shall not assume the duties of teachers or replace employees in any capacity, in accordance with the Education Act and Board policy.

## **7. Sources**

- 7.1 [Ontario Regulation 298/25: Collection of Personal Information](#)
- 7.2 [Ontario Regulation 521/01: Collection of Personal Information](#)
- 7.3 [Policy Program Memorandum 128: The Provincial Code of Conduct and School Board Codes of Conduct](#)

## **8. Related Policies and Administrative Procedures**

- 8.1 [Equity and Inclusive Education Policy \(PO216\)](#)
- 8.2 [Equity and Inclusive Education Administrative Procedure \(AP216-1\)](#)
- 8.3 [Criminal Records Checks and Offence Declarations Policy \(PO314\)](#)
- 8.4 [Student Protection Policy \(PO607\)](#)
- 8.5 [Student Protection Administrative Procedure \(AP607-1\)](#)
- 8.6 [Code of Conduct Policy \(PO610\)](#)
- 8.7 [Code of Conduct Administrative Procedure \(AP610-1\)](#)