

Procedure No. VI-108

Volunteers in HCDSB Schools	
Adopted: December 4, 2023	Revised: December 4, 2023
Next Scheduled Review: 2026-2027	
Associated Policies & Procedures: II-17 Volunteers in Catholic Schools I-33 Catholic School Councils II-19 Educational Field Trips II-20 CHESAPEAKE II-18 MONTMOUTH CATHOLIC VI-14 Transportation of Students in Private Vehicles Driven by Volunteer Drivers VI-44 Progressive Discipline	

Purpose

The purpose of this procedure is to provide administrative guidelines for the recruitment, screening, training, supervising and recognition of volunteers in Halton Catholic District School Board (HCDSB) schools, in accordance with HCDSB Policy II-37 Volunteers in Catholic Schools.

Application and Scope

This procedure applies to all schools within the jurisdiction of the HCDSB.

References

[Education Act](#)

Principals

Each elementary and secondary school shall be encouraged to establish a volunteer program

Under the Education Act, Principals are responsible for school safety, access to school premises, and the assignment of duties to persons who volunteer to serve without remuneration. Principals are authorized to assign duties to persons who volunteer to serve without remuneration, and to terminate such assignment.

The Principal is authorized by the HCDSB "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". (

Volunteer applicants who submit a VSC that lists any offence for which an official pardon has not been received will not be accepted as a volunteer in the school.

The Principal shall maintain a system for tracking VSC's and Offence Declarations. Only the

The Principal or designate shall maintain a list of current and occasional volunteers.

S **election.**

An applicant may only be accepted as a volunteer with the approval of the Principal.

Before assigning responsibilities to a volunteer, a Principal shall consider staff input and any

Contract (i.e., non-staff volunteers) shall complete the [Volunteer Coach/Expert Application Form](#).

Depending on the nature of the volunteer activity and the extent of a volunteer's interaction with and check references before accepting a volunteer.

The Principal shall ensure that the volunteer has the necessary skills, knowledge and experience for the task(s) to be undertaken.

An adult (or adults) may be allowed as a volunteer in a classroom with their own child with the approval of the Principal.

Volunteers shall not be allowed to perform any duties of HCDSB employees which would contravene a collective agreement.

The Principal may terminate a volunteer's participation at any time.

Orientation and Training

The Principal shall ensure that volunteers receive efficient orientation and training before commencing their volunteer duties. A review of sign-in and identification, dress code and emergency procedures, is essential.

The Principal and/or designate will provide an orientation package for volunteers that will include:

- a description of the role and task description
- Code of Conduct
- direction to report any student discipline concerns to a staff person
- a review of safety procedures for the school
- a review of safety protocols for school equipment (e.g., photocopier, gym storage) and applicable Medical Condition Protocols

student is in need of protection
explicit instructions on the prohibition against collecting, using and/or disclosing the
personal information of students or staff, including a signed consent form, as required by law
approved by the Principal.

applicable to the
volunteer's role, and no government legislation including the Education Act, Ontario Human
Rights Code, and MFIPPA
notice that volunteers are not covered by WSIB, and their personal property including
vehicle, is not covered by HCDSB insurance.

Evaluation/Feedback

The Principal is responsible for ensuring that volunteers are at all times appropriately
equipped with HCDSB issued safety equipment, including but not limited to, first aid kits,
devices and/or clothing.

The Principal shall ensure that volunteers:

- are not permitted to be fully or involved in, the delivery of curriculum or extra-curricular
or non-curricular activities in the activation of students, school or community programs
are not given unnecessary access to the personal information of students, their
families or staff
- perform their role in accordance with HCDSB's legal obligation to supervise and
protect students to the extent of a reasonable person in a similar position
and/or upon request, and reassignment if required.

Recognition of Volunteers

Principals shall recognize and thank volunteers for their contributions to the school community.
Principals are encouraged to provide a written record of their activities and contributions.

AUTHORIZED BY:

Regular Meeting of the Administrative Council

AUTHORIZED BY:

Director of Education and Secretary of the Board