



Volunteers

300.12

Adopted:	March 29, 2015
Last Reviewed/Revised:	October 27, 2020
Responsibility:	Human Resources
Next Scheduled Review:	2023-2024

POLICY STATEMENT:

The Brant Haldimand Norfolk Catholic District School Board believes the volunteer support of parents/guardians and community members, increases and enhances the learning opportunities for students and assists staff in daily operations of the school. Every precaution is taken, in all situations, to provide and maintain safe, welcoming and secure learning and working environments. Volunteers are vetted, trained, supported and are subject to the same safety measure standards to which employees are held. The Board will ensure that:

- volunteers provide a police records check every three years;
- volunteers provide a completed *Criminal Offence Declaration – Volunteer* form each year a criminal background check is not provided;
- volunteers provide a signed Volunteer Confidentiality Agreement;
- volunteers complete the Concussion Awareness Training and Acknowledgement process annually; and,
- volunteers are trained and supported by the appropriate supervisor.

REFERENCES:

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)
Education Act, R.S.O. 1990, c.E.2, Section 171(1)(4)
Education Act and Regulation 521/01, as amended by Regulation 323/03
Personal Health Information Protection Act, 2004. S.O. 2004 (PHIPA)
Occupational Health and Safety Act, PART III.0.1 Violence and Harassment Retention Schedule
300.15 Police Records Check/Vulnerable Sector Check (VSC)
500.01 Educational Field Trips Policy
Board Expenditure Guidelines
Safe Schools Act, Reg. 521/02
Concussions Policy and Administrative Procedure 200.08
Privacy and Information Management Generic Records Retention Schedule, MAY 8, 2019

FORMS:

[Criminal Offence Declaration – Volunteer form](#)

[Volunteer Confidentiality Agreement](#)

DEFINITIONS:

Volunteer: is an individual over the age of 18 who agrees to undertake, without pay, a designated task which supports any learning environment, or system-wide program.

Supervisor: is the principal or individual responsible for the activity at the site where the volunteer is offering his/her (their) time.



ADMINISTRATIVE PROCEDURES:

Purpose: to provide direction for supervisors/principals/vice-principals when volunteers are required in the Board.

RESPONSIBILITIES:

Supervisor/principal/vice-principal will:

- consult with various staff groups and determine the need for volunteers;
- provide the volunteer with standardized Police Records Check / Vulnerable Sector Check (VSC);
- recruit, select and screen volunteers;
- approve and delineate the tasks and the assignment of the volunteers;
- supervise and monitor the effectiveness of the volunteers;
- evaluate the volunteer program;
- recognize the volunteers with adherence to Board Expenditure Guidelines;
- escalate a Police Records Check / Vulnerable Sector Check (VSC) certificate containing an offence to the Director of Education or designate; and,
- facilitate an annual information meeting at the school for larger volunteer programs.

School Superintendents/Senior Administration will:

- provide guidance to supervisors/principals/vice-principals when requested.

Human Resource Coordinator will:

- when requested by a supervisor, provide via email, confirmation of an up-to-date Police Records Check / Vulnerable Sector Check (VSC) or Offence Declaration for an employee who wishes to volunteer at a particular site or in a program (full time/on-leave/occasional); and,
- if there are police contact information that requires adjudication, escalate the request to the Director of Education or designate for a decision.

Director of Education or designate will:

- adjudicate Police Records Check / Vulnerable Sector Check (VSC)s containing offence or police contact information.

Information: Due to recent changes in the Police Records Check / Vulnerable Sector Check (VSC) process, it is essential that all schools/sites, in our system, use standardized forms and adhere to the procedures when seeking Police Records Check / Vulnerable Sector Check (VSC) for volunteers. All volunteers in our Board will provide a Police Records Check / Vulnerable Sector Check (VSC) before service begins. See Board Policy and AP 300.15 Police Records Check / Vulnerable Sector Check (VSC)s.

PROCEDURES:

1.0 Principals

1.1 Determining the Need for Volunteers

It is up to the supervisor/principal/vice-principal to determine if there is a need for volunteers and to assess the volunteer program. If the supervisor is not the principal, the supervisor will submit an outline of the volunteer program to the school principal for approval.

1.2 Planning for Volunteers for the Upcoming School Year

The school principal has the option of sending home a letter to parents/guardians before the end of June each year outlining the Police Records Check / Vulnerable Sector Check (VSC) process. This letter provides the parents/guardians the ability to request the required forms from the school and begin the Police Records Check / Vulnerable Sector Check (VSC) process for the upcoming school year.



Police Records Check / Vulnerable Sector Check (VSC)s can take a lengthy time to process. It is recommended that principals provide potential volunteers as much time as possible to complete the process.

1.3 Processing Forms

Provide the appropriate forms to the potential volunteer. To ensure privacy, ALL forms must be returned in a sealed envelope directly to the principal. In jurisdictions where volunteers are charged for a Police Records Check processing or fingerprinting, the Board will not pay such costs.

- If the Police Records Check / Vulnerable Sector Check (VSC) certificate is free from occurrence or (if appropriate) the Offence Declaration indicates no offences have occurred and all other required forms have been received, provide the volunteer name and the date of the certificate to the school secretary for tracking; and,
- If a volunteer changes location or volunteers in more than one location, the Police Records Check information follows them or can be shared according to privacy of information legislation. Ensure that each location has a copy of all forms to ensure consistent tracking.

Processing Forms of a Volunteer Who is an Employee of the Board

- If someone wishes to act in a volunteer capacity and identifies themselves as a Board employee, the principal is required to email the appropriate Human Resources Coordinator and request confirmation that the Board holds an up-to-date Police Records Check / Vulnerable Sector Check (VSC) or Offence Declaration. The confirmation email must be kept on file in place of the paper copy of the Police Records Check / Vulnerable Sector Check (VSC) or Offence Declaration. If the Human Resource Coordinator has information that requires risk assessment, the request is escalated to the Director of Education or designate for adjudication;
- The email confirmation must be requested and provided each year the employee acts as a volunteer; and,
- All other volunteer sections of the Volunteer Administration Procedures apply.

Storage of Forms

All Police Records Check / Vulnerable Sector Check (VSC) certificates, Annual Offence Declarations for Volunteers and Volunteer Confidentiality Agreements, must be received in a sealed envelope by the principal and kept in a secure location in the principal's office. This information is private and must be handled accordingly. The only staff member at that school that has access to Police Records Check / Vulnerable Sector Check (VSC) certificates, Annual Offence Declarations for Volunteers and Volunteer Confidentiality Agreements is the Principal. All records must be disposed of in accordance with the Privacy and Information Management Guidelines and best practices and in accordance with the Board's retention schedule.

Maintaining Ongoing Records

- All volunteers should appear on a School Volunteer Tracking List maintained by the school secretary. Each year this list must be reviewed, and the appropriate forms filled out and submitted;
- Volunteers must provide a Police Records Check / Vulnerable Sector Check (VSC) every three years;
- Volunteers will sign an Annual Offence Declaration in the two years in which they do not have to submit the VSC; and,
- The Volunteer Tracking List must verify that each year a VSC or (if appropriate) Annual Offence Declaration has been submitted AND a Volunteer Confidentiality Agreement has been signed.



Volunteers on Educational Field Trips and/or Excursions

An up-to-date Police Records Check / Vulnerable Sector Check (VSC) and a completed Volunteer Confidentiality Agreement, must be provided by every volunteer on an educational field trip and/or excursion in advance of the event date. The ONLY exception to this requirement is for volunteers under constant and continued supervision by the Board staff (meaning all volunteers, students and staff remain together in one large group for the entire event).

Providing Information to Volunteers

- Once the volunteer has provided the supervisor with an acceptable Police Records Check / Vulnerable Sector Check (VSC) (or a completed Criminal Offence Declaration – Volunteer) and a completed Volunteer Confidentiality Agreement, the supervisor will provide an orientation of the work site (if applicable). The orientation program will consist of training with respect to duties as well as rules to be observed;
- Volunteers are insured under the Board's Public Liability Insurance Policy when performing assigned duties in good faith and in a reasonable and responsible manner. Volunteers should be aware that the Board's insurance does not include a loss of income provision should the volunteer sustain an injury that prevents him/her from resuming normal employment; and,
- Volunteers are required to complete the Concussion Awareness Training and Acknowledgement process annually.

Terminating Volunteer Service

- Volunteers, who do not adhere to Board policies and procedures, undertake an unauthorized role or conduct themselves in a way that is inconsistent with the values espoused by the Board or is contrary to the law, may have their assignment terminated at the discretion of the principal; and,
- Principals/Supervisors are expected to provide clear direction and expectations for volunteers and mentor volunteers as they learn the role.

2.0 Volunteers

2.1 Role of the Volunteer

A volunteer is expected to:

- Support and model the beliefs and values of our Catholic faith;
- Perform assigned duties as directed by the supervisor;
- Neither be responsible for the discipline or the evaluation of students;
- Not violate any collective agreement requirements;
- Maintain confidence with any personal information which is shared with them in the performance of their duties, in compliance with MFIPPA and Privacy and Information Management legislation;
- Follow dress and behavior codes and wear an identification badge when volunteering;
- Notify their supervisor of any absence as far in advance as possible;
- Follow Board health and safety rules; and,
- Meet all expectations regarding training and other requirements of the Board.

2.2 Required Forms:

- Volunteers must obtain the necessary forms from the school and process them at the police department closest to their place of residence;
- Volunteers are required to provide a Police Records Check / Vulnerable Sector Check (VSC) every three years or if there is a break in the volunteer's service of more than one year. In the years that a Police Records Check / Vulnerable Sector Check (VSC) is not required the volunteer is required to complete a Criminal Offence Declaration - Volunteers in advance of contact with student(s); and,
- Volunteers are required to complete a Volunteer Confidentiality Agreement every year.



2.3 Submitting the Required Forms:

All documentation must be submitted to the school principal in a sealed envelope.

3.0 Rowan's Law – Concussion Awareness Resources and Brant Haldimand Norfolk Catholic District School Board Concussion Code of Conduct

It is incumbent upon the BHNCD SB to ensure concussion education and awareness, and its administrative procedure is made available and followed by all school personnel and volunteers. Furthermore, the Board needs to ensure all staff, volunteers, parents/guardians, and students understand their roles and responsibilities.

Rowan's Law requires the Board to confirm that all volunteers have received the Concussion Awareness Resource and the BHNCD SB Concussion Code of Conduct through a signed acknowledgement before a volunteer can participate at any Board inter-school sport.

Volunteers can obtain a hard copy of the resource, code of conduct and acknowledgment by contacting the school or Human Resources in the Catholic Education Centre.

Volunteers must access the Concussion Awareness Procedures page on the Board's website (www.bhncdsb.ca) for the following resources to acknowledge review of:

1. Rowan's Law Concussion Awareness Resource
2. BHNCD SB Concussion Code of Conduct

Acknowledgement is valid for the current school year (September 1 to August 31) and must be renewed each year of volunteer work.