

POLICY: <u>USE OF VOLUNTEERS</u>		#	1011
SECTION: <u>1000</u> : <u>Safety</u>		Page	1 of 2
APPROVAL/REVISION	EFFECTIVE	REVIEW	
DATE: <u>February 10, 2020</u>	DATE: <u>February 11, 2020</u>	DATE: <u>February 11, 2025</u>	
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A. POLICY

1. 1.1 The Thunder Bay Catholic District School Board recognizes that quality education is enhanced by the provision of a variety of activities both curricular and co-curricular. To facilitate the delivery of these activities, it is important to encourage and support the participation of volunteers working under the supervision of staff. The involvement of volunteers in the life of a school community is valued by the Board.
- 1.2 This policy is intended to address the use of non-salaried staff in all capacities in any school related activity and includes both parent and community volunteers.
- 1.3 Parent and community volunteer participation is encouraged but remains optional.
- 1.4 The following guidelines have been developed to assist in the safe and efficient use of volunteers in the school.

B. DEFINITIONS

2. 2.1 A **Parent Volunteer** in a school is a parent or guardian who currently has a child enrolled in and attending that school, or is a member of the community who continues as a volunteer in a school without interruption after the child has left the school.
- 2.2 A **Community Volunteer** is any member of the community who does not have a child enrolled in the school and who agrees to undertake, without pay, a designated task which supports a classroom, a school or a system-wide program.

C. GUIDELINES

3. 3.1 For the safety of students and the integrity of the program, volunteers will be screened, and oriented to board/school policies and regulations.
 - 3.1.1 A Police Vulnerable Sector Check will be required for Parent and Community Volunteers who are in contact with students in situations where there is no teacher/ administrator supervision. If the police determine a different level of check is appropriate, the check provided by the police will be deemed acceptable. The Principal is required to verify with the police to clarify that the level of check is acceptable. The school will assume the cost of this check.
 - 3.1.2 When a Police Vulnerable Sector Check on a Parent or Community volunteer is received by the Principal, that document will be kept on file at the school in a secure location only available to the Principal and the appropriate Superintendent.
 - 3.1.3 Should a Police Vulnerable Sector Check be returned to the Principal indicating a criminal charge or criminal conviction, the Principal will contact the appropriate Superintendent for further consideration.

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- 3.2 Within a school, volunteers are assigned at the discretion of the school Principal, and in accordance with the requirements outlined in this and other Board Policies and Procedures.
- 3.3 A Parent or Community Volunteer may assist in the operation of a co-curricular activity when a teacher supervisor is not available to oversee the activity.
 - 3.3.1 It is the responsibility of the principal to ensure that these volunteers are appropriately screened, oriented and trained for the assigned tasks.
 - 3.3.2 In the case of athletic activities where the volunteer bears sole responsibility for supervision, he/she must hold a recognized coaching certification (NCCP) for this activity.
 - 3.3.3 The Thunder Bay Catholic District School Board will ensure that school volunteers are covered by liability insurance while performing assigned tasks.
- 3.4 Parent and Community Volunteers shall not assume responsibility for regular school programs, or for any evaluation of ~~the~~ student learning.
- 3.5 When it is considered in the best interest of students, school or system, a Police Vulnerable Sector Check will be required of any Parent or Community Volunteer participating in the life of a school.