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| POLICY: | USE OF VOLUNTEERS | | | # | 1011 |
| SECTION: | 1000 : Safety | | | Page 1 | of 3 |
| APPROVAL/REVISION DATE: | April 3, 2026 | EFFECTIVE DATE: | April 21, 2026 | REVIEW DATE: | April 20, 2031 |
| CROSS REFERENCE: | Volunteer PRC Request Letter<br>Policy 705: School Excursions<br>Policy 818: Criminal Background Check<br>Policy 503: Elementary Interschool Athletics<br>Ontario Regulation 298/25<br>Police Record Checks Reform Act, 2015 | | | | |

## 1. POLICY

1.1 The Thunder Bay Catholic District School Board (TBCDSB) 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 TBCDSB.

1.2 This policy is intended to address the use of Volunteers.

1.3 Parent/guardian 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.

## 2. DEFINITIONS

2.1 A ***Volunteer*** is a person who is not an employee of the TBCDSB and who agrees to supervise students at a school or a system-wide program under the direction of TBCDSB staff. For the purpose of this policy, a parent / guardian of a child in the TBCDSB is considered a Volunteer if they undertake to supervise students, further to this policy.

2.2 A "Police Record Check" (PRC) shall have the same meaning as in the *Police Record Checks Reform Act, 2015* and includes a Criminal Record Check (CRC), a Criminal Record and Judicial Matters Check (CRJMC), and a Vulnerable Sector Check (VSC).

## 3. GUIDELINES

3.1 For the safety of students and the integrity of the program, Volunteers will be screened, and oriented to TBCDSB policies and regulations by the Principal when the activity is a school activity or by the Administrator of the program when the activity is a TBCDSB program.

3.1.1 A PRC will be required for where the Volunteer is supervising students in the activity. If the police determine a different level of PRC is appropriate, the PRC provided by the police may be deemed acceptable. The Principal / Administrator is required to verify with the police to clarify that the level of PRC is acceptable. The school will provide the candidate with a Volunteer PRC Request Letter to submit to the Thunder Bay Police.

3.1.1.a) The cost of the PRC will be incurred by the candidate.

3.1.2 When a PRC on a Volunteer is received by the Principal / Administrator, a copy of that document will be kept on file at the school / TBCDSB in a secure location only available to the Principal / Administrator and the appropriate Superintendent.

3.1.3 Should a PRC be returned to the Principal indicating a criminal charge or criminal conviction, the Principal / Administrator will contact the appropriate Superintendent for further consideration. The general standard will be, when the PRC discloses a charge or conviction, the person will be ineligible to be a Volunteer subject to further consideration.

3.1.4 In accordance with O. Reg. 298/25, the Principal / Administrator shall collect a new PRC every five (5) years., this PRC must be collected no later than the last day of the individual's birth month (or June 30 for July/August birthdays) in the fifth year following the previous PRC.

3.1.5 In every year that a PRC is not required, the Principal / Administrator shall collect an **Annual Offence Declaration** from the Volunteer no later than September 1. Failure to provide this declaration will result in the immediate suspension of volunteer duties.

3.1.6 A PRC is only valid for the purposes of this policy if it was performed within **six (6) months** prior to the date it is collected by the TBCDSB.

3.2 Within a school, Volunteers are assigned at the discretion of the Principal or the Administrator of the TBCDSB program, and in accordance with the requirements outlined in this and other TBCDSB Policies and Procedures.

3.3 A Volunteer may supervise and/or assist in the operation of a co-curricular activity when a teacher supervisor is not available to oversee the activity. In this case, Ontario Regulation 298/25 mandates that a Vulnerable Sector Check (VSC) is required for a volunteer assigned to a position of trust/authority (i.e. Community Coach, direct supervision of students, etc.).

3.3.1 It is the responsibility of the Principal / Administrator 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 is a Community Coach and there is no teacher supervisor, the Volunteer must hold a recognized coaching certification (i.e. NCCP, sporting association or equivalent) for the activity. As stated in section 3.3, all Volunteers coaching or supervising athletic activities are required to submit a VSC to the Principal or the Administrator of the TBCDSB

program. A change in requirement would be determined by police in accordance with section 3.1.1.

3.3.3. The TBCDSB will ensure that Volunteers are covered by liability insurance while performing assigned tasks.

3.3.4. The Volunteer may supervise and/or assist in the operation of an extra-curricular sporting activity when a teacher supervisor is not available to oversee the activity. In doing so, the Principal / Administrator must ensure compliance with section 3.3.2; Policy 705: School Excursions; and Policy 503: Elementary Interschool Athletics.

3.4 In the case of an extended out of town excursion or an extended local excursion, all individuals not employed by theTBCDSB and who intend to accompany students are required to submit a PRC to the Principal or the Administrator of the TBCDSB program.

3.5 Volunteers shall not assume responsibility for regular school programs, or for any evaluation of student learning.

3.6 Notwithstanding, the requirement of an annual PRC set out in 3.1.1, the Principal or the Administrator of the TBCDSB program may request a PRC at any time.

3.7 The Principal or Administrator may permit a Volunteer to begin duties before a PRC is received only if: (a) the Volunteer has applied for the PRC ; (b) the delay is justified by police processing times and the Volunteer provides an Offence Declaration; and (c) additional safeguarding measures (e.g., constant supervision by staff) are implemented.