



## **ADMINISTRATIVE PROCEDURES**

### **VOLUNTEERS IN CATHOLIC SCHOOLS (Policy Statement: Volunteers in Catholic Schools)**

#### **Purpose**

The Algonquin and Lakeshore Catholic District School Board acknowledges volunteers as valued partners who assist staff to enrich the learning experience of our students. We further recognize that the personal interests, background and dedication of volunteers enrich the programs, services and educational opportunities for our students.

#### **References**

[Criminal Background Checks and Offence Declarations](#) Policy 2019-05-10 Algonquin and Lakeshore Catholic District School Board

*Education Act and Regulation 521/01, as amended by Regulation 323/03*

[Freedom of Information and Protection of Privacy](#) Policy A-2017-11-1 Algonquin and Lakeshore Catholic District School Board

*Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56*

#### **Procedures**

##### **1. Duties of Principals**

- 1.1 Principals, in consultation with the staff inviting volunteers, determine the “best fit” for the volunteer placements and the types of assistance required from volunteers to meet student and school needs. Principals are responsible for verifying appropriateness, orientation, monitoring and termination of appropriate individuals to fulfill the needs identified in Section 1.1. Where possible, a parent/guardian is not placed as a volunteer in a classroom with his/her child/ren.

Principals shall ensure that volunteers possess the skills and abilities to provide meaningful services to students and the school. Volunteers may be asked to provide contact references prior to approval to volunteer in the school.

- 1.2 Principals shall review all appropriate Board and school policies with volunteers, especially those relating to Caring and Safe Catholic Schools.
- 1.3 The Principal shall review with each volunteer, the requirements for confidentiality under the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, and the Board's commitment to student safety as outlined in its Safe School protocol and arrange for the signing of the related confidentiality agreement and has the right to remove a volunteer from the school for a breach of confidentiality,
- 1.4 The Principal shall introduce the volunteer to staff.

**2. Duties of Volunteers**

- 2.1 It is expected that each volunteer will be discreet and will respect the confidences of the principal and the staff in all matters relating to students and the operation of the school. Each volunteer must sign a Confidentiality Agreement before commencing his/her duties at a school.
- 2.2 Each volunteer is expected to work under the guidance, direction and supervision of the principal or a designated teacher and will be familiar with the process which addresses supervision and interaction with students during activities (i.e.: washroom supervision)
- 2.3 Each volunteer is expected to attend pertinent orientation or training programs designed for volunteers and provided from time to time, by the school or the Board.
- 2.4 School volunteers having direct contact with students on a regular basis will be required to provide an original Vulnerable Sector Police Records Check current within three years in accordance with Board Policy A 2019-05-10 *Criminal Background Checks and Offence Declarations* Admin Procedures 2.4.4.
- 2.5 Volunteers should report their presence in the school to the office prior to beginning each volunteer activity, sign in and wear a Visitor Badge. Volunteers should also notify the school when they will be absent or late.

**Appendices**

Appendix 1: Confidentiality Agreement for Volunteers

Approved: June 27, 2000  
 Revised: December 16, 2003  
 Revised: April 2016  
 Revised: May 2020