School Volunteers
Procedures 205-A

UPPER GRAND DISTRICT SCHOOL BOARD

Category: Community Relations
First adopted: June 1998
Revision history: May 2009, Nov 2022, Sept 2026
Next review: June 2030

1. General

These procedures address the board's provision of community and parent volunteers in schools.

2. Definitions

Offence Declaration
An offence declaration, in respect of the board, is a written declaration signed by an individual listing all of the individual's convictions for offences under the Criminal Records Act (Canada) up to the date of the declaration that are not included in the last criminal record check collected by the board under Ontario Regulation 521/01, and for which a pardon under Section 4.1 of the Criminal Records Act (Canada) has not been issued or granted.

Volunteer
A school volunteer is an adult who agrees to undertake, without pay, a designated task which supports a classroom, school or system-wide program. School volunteers may be parents, guardians, relatives of a student or community members.

Vulnerable Sector Check
A Vulnerable Sector Check is a type of police check restricted to applicants seeking employment and/or volunteering in a position of authority or trust relative to vulnerable persons in Canada only. It is a collection of offence information, including convictions, outstanding warrants, charges, judicial orders and sexual offence convictions for which the individual has received a record suspension where authorized by the Minister of Public Safety and Emergency Preparedness. Non-conviction information shall be released only when it meets the criteria for exceptional disclosure under the *Police Record Checks Reform Act*.

3. Volunteer Application

3.1 All individuals requesting to start volunteering at a school must submit a School Volunteer Application (205-1) (see Appendix A) to the principal.

3.1.1 A new School Volunteer Application may be requested by the principal if there is a break in volunteer service at the school for a period of one or more school years.

3.2 All volunteer applicants must request a volunteer letter from the school outlining their responsibilities and the assigned police record check, as determined by the principal, and submit the letter to their local police service for the police record check to be carried out.

4. Roles and Responsibilities

4.1 Principals may delegate responsibilities for school volunteers to a vice-principal, as needed.

4.2 It is the responsibility of principals to:

4.2.1 identify volunteer activities in their schools according to Table 1. Principals may consult with staff and school councils to determine volunteer responsibilities as appropriate.

Table 1: Types of Police Record Checks for School Volunteers

Require a **Vulnerable Sector Check** (VSC) if the volunteer:	Require a **Criminal Record and Judicial Matters Check** (CRJMC) if the volunteer:
• Works **one-to-one** or in **small groups** with students • Has **responsibility for students** • Has **ongoing, direct interaction** with students • May be **unsupervised** or in **low-visibility settings**	• Is **always supervised by staff** • Works in **group or high-visibility settings** • Has **no independent responsibility** for students

Examples Requiring a VSC:	Examples Requiring a CRJMC:
• Mentoring or reading support (one-to-one) • Supporting students with special education or personal care needs • Coaching or leading activities with independent responsibility • Small group work without direct supervision	• School events (e.g., BBQs, fundraisers) • Classroom support under staff supervision • School council or fundraising roles • Library, office, or other high-visibility support roles

4.2.2 provide each volunteer applicant with a letter outlining the volunteer responsibilities and type of required police record check

4.2.3 screen volunteer candidates based on the volunteer activity and responsibilities. The screening includes:

4.2.3.1 reviewing all school volunteer applications (205-1) (see Appendix A)

4.2.3.2 conducting reference checks, where applicable

4.2.3.3 reviewing all submitted police record checks/offence declarations

4.2.4 enter the police record check information into the school volunteer database in UGCloud.

4.2.5 ensure each volunteer has a current police record check or offence declaration on file prior to starting the volunteer role.

4.2.5.1 The principal is responsible for ensuring the police record check (VSC or CRJMC) is appropriate for the volunteer's responsibilities throughout the school year, as outlined in Table 1 in 4.2.1.

4.2.5.2 A police record check is valid for four years. For the three (3) subsequent years following a police record check, the volunteer is required to complete and submit the UGDSB's Annual Offence Declaration for School Volunteers.

4.2.5.3 The principal is responsible for ensuring the police record check (VSC or CRJMC) continues to be appropriate for the volunteer's responsibilities.

4.2.6 ensure that a signed Volunteer Agreement 205-2 (see Appendix B) is on file at the school for every active volunteer

4.2.7 assign each volunteer to a staff member to supervise the volunteer activity. Staff members shall ensure the volunteer receives appropriate orientation for the activity, including any emergency procedures.

4.2.8 ensure all volunteer information (i.e., application, Volunteer Agreement, offence declaration) is securely stored in the office.

4.2.8.1 Volunteer applications will be retained for one (1) year following the volunteer's last volunteer activity at the school.

4.2.8.2 Volunteer agreements and offence declarations will be retained for one (1) year following the last volunteer activity, or until superseded.

4.3 It is the responsibility of assigned staff supervisors of volunteers to:

4.3.1 supervise volunteers as agreed to by the principal

4.3.2 be aware of the school volunteers policy and procedures, and the Volunteer Agreement 205-2 which needs to be completed by all volunteers prior to the start of any volunteer activity

4.3.3 provide any necessary orientation to volunteers

4.3.4 provide any required on-the-job training specific to the volunteer role

4.3.5 ensure the volunteer is informed of class schedules and changes to schedules that may impact the volunteer activity

4.3.6 provide the volunteer with relevant student information pertinent to the volunteer's responsibilities and/or maintaining student safety. See section 8 for more information.

4.3.6.1 A volunteer should not be assigned to work with a student who has a current Safety Plan.

4.4 It is the responsibility of volunteers to:

4.4.1 provide the appropriate police record check, as determined by the principal, or offence declaration as required under Policy 205.

4.4.1.1 A police record check is valid for four (4) years and must be received by the school within six (6) months of being issued. For each subsequent year following the police record check, the volunteer is required to complete and submit the UGDSB's Annual Offence Declaration for School Volunteers (205-3) (see Appendix C)

4.4.2 provide a signed Volunteer Agreement 205-2 (see Appendix B) at the beginning of each school year, prior to the start of any volunteer activity

4.4.3 follow all board policies and procedures, including abiding by procedures 322-A Building Security and Access which requires all visitors, including volunteers, to report to the office and sign in upon arrival

4.4.4 follow the staff supervisor's direction

4.4.5 participate in available orientation and training, as needed

4.4.6 report all accidents or injuries to the teacher/supervisor/principal as soon as possible

4.4.7 keep documents containing student information secure at all times, and return any such documents to the teacher or supervisor at the end of the volunteer activity

4.4.8 respect the confidentiality of all information received/learned regarding students, staff, and community members and not share or disclose any such information that may directly or indirectly be disclosed to them.

5. School Council Volunteers

While the UGDSB recognizes that school council members are volunteers, school councils are advisory bodies to their school principal and work towards the prime objective of improving student achievement and well-being. During the school year, school councils may run various events on school property with the permission of the principal. While the principal will support and promote these events, the school council will oversee the events and assign tasks to volunteers. The principal will consult the school council on their volunteer needs and requirements to ensure these procedures are followed.

5.1 Any school council members who are volunteering in the school during the school day will require a police record check based on their volunteer activity and as determined by the principal.

5.2 Individuals attending school council meetings outside of the school day are not required to have a police record check as they are under supervision of the principal or designate at the meeting.

6. Parameters of Volunteer Service

6.1 All volunteers must abide by Policy 322 and associated procedures for building security and access, which includes reporting to the office each visit.

6.2 Volunteers are not to be left in charge of an entire class.

6.3 Volunteers will be assigned responsibilities appropriate to their police record check.

6.4 Volunteers who have responsibility for collecting and/or counting money should have approval from the school principal and/or school council chair, and staff supervision where possible. Money should always be counted in the presence of two individuals.

6.5 Volunteers will not be used during a legal strike or lockout to perform the duties of striking or locked-out employees.

6.6 The principal or supervisor retains the authority to accept or decline any volunteer's offer of service without appeal and to halt, without appeal, a volunteer activity based on any specific concerns.

6.7 The principal may seek assistance from the appropriate superintendent regarding the suitability of a potential volunteer.

7. Insurance for Volunteers

7.1 While acting within the scope of their duties on behalf of the board, volunteers are insured under the board's liability insurance policy.

7.2 The board does not carry medical or Workplace Safety and Insurance Board (WSIB) coverage for volunteers. It is up to the volunteer to purchase these types of coverage if desired.

7.3 All injuries involving a volunteer must be reported to the principal or supervisor, who will submit an OSBIE (Ontario School Board Insurance Exchange) Incident Report.

8. Access to and Protection of Student Information

8.1 Volunteers are not to have access to Ontario Student Records (OSRs) or school student records.

8.2 Volunteers may be provided with student information such as medical information or emergency contact phone numbers for the purpose of assisting staff and protecting student safety.

8.2.1 Any student information provided to the volunteer must only be used for the intended purpose and must remain confidential.

8.2.2 Volunteers are responsible for keeping documents containing student information secure at all times and are to return any such documents to the teacher or supervisor at the end of the volunteer activity.