



DISTRICT SCHOOL BOARD  
ONTARIO NORTH EAST

## Policy No. 2.1.4

Section 2.1: School Related Operations

Appendices: A

Related References: *Guidelines for Volunteers*

*The Ontario Physical and Health Education Association (OPHEA)*

Approved: September 19, 2000

Revised: May 22, 2012

Revised Date: April 2, 2013

Review Date:

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### TITLE: VOLUNTEERS IN SCHOOLS

#### 1.0 Rationale:

District School Board Ontario North East supports the use of volunteers under the direction and supervision of the Board staff. The Board is committed to the effective use of volunteers in order to ensure the safety and security of students. In the extenuating circumstances of using volunteers, the parents or community volunteers will be recruited, screened and assigned sole/direct supervision/coaching/mentoring roles for school's extra-curricular activities.

#### *Education Act – Section 171 (4)*

“A board may permit a principal to assign to a person who volunteers to serve without remuneration such duties in respect of the school as are approved by the board and to terminate such assignment.”

#### 2.0 Definitions:

**A PARENT volunteer** in a school is parent or guardian who currently has a child enrolled in and attending that school.

**A COMMUNITY volunteer** is a member of the community who does not have a child enrolled in the school and who agrees to undertake, without pay, a designated task that supports a classroom, school or Board-sponsored activity.

**Co- op students** are not defined as volunteers.

**MANAGEMENT** of volunteers includes procedures for screening, orienting/training, supervising, evaluating and recognizing volunteers.

**SUPERVISION** is the overseeing of an activity for regulation or direction. The Ontario Physical and Health Education Association (OPHEA) has produced Physical Education Safety Guidelines to assist school boards in formulating site-specific safety guidelines for physical education, intramural sports, and inter-school athletics at both the elementary and secondary levels. They delineate three categories of supervision: constant visual supervision, on-site supervision, and in the area supervision.

- **CONSTANT VISUAL SUPERVISION** means the teacher is physically present and watching the activity. Only one activity requiring constant visual supervision may take place while other activities are occurring.
- **ON-SITE SUPERVISION** entails teacher presence but not necessarily constantly viewing one specific activity.
- **IN THE AREA SUPERVISION** means that the teacher could be in the gymnasium while another activity is taking place nearby to the gymnasium.

**CENTRAL COMMITTEE** is composed of the Director of Education, Superintendents, and Principal of the school for which the volunteer(s) and programs are being evaluated for medium and high risk levels.

## **ADMINISTRATIVE REGULATIONS**

### **1. Understandings:**

1. There shall be no financial remuneration or contractual commitment made with any volunteer.
2. Volunteers shall not be included in the calculation of student/teacher ratio.
3. No employee covered by a collective agreement and in the employ of the Board shall lose employment as a result of the use of volunteers in the schools.
4. Volunteers work most of the time under the direction and supervision of a staff member, but there may be circumstances when, after completion of the procedures, when they may supervise with reduced supervision.
  - 4.1 Any teacher or support staff has the right to decline the use of volunteers.
  - 4.2 Volunteers are responsible to, and designated by, the principal of the school.

### **2. Scope and Interrelationship of this Procedure with Other Board Policies and Procedures:**

- a) This procedure is intended to address the use of volunteers in all capacities in any school-sponsored activities that can be safely and reasonably operated with parent or community volunteers, as deemed by the school administrator.

### **3. Role of Volunteers**

- a) Volunteers serving in any capacity are to be assigned appropriately in order to augment and supplement staff supervising school activities or programs.
- b) Volunteers enhance and support student and school activities at the request of and under the supervision of Board staff, and the Principal in particular.

### **4. Responsibility for Volunteers**

Subject to the policies of the Board and barring direction or intervention by the Director of Education or designate to the contrary, the Principal of the school in which a volunteer is serving will be responsible for determining that an activity to which the volunteer is assigned is a school-sponsored activity.

### **5. School-sponsored Activities**

- a) It is the responsibility of the Principal to ensure that :
  - i. Prior to any assignments, all volunteers have been screened in keeping with Board policies for parent or community volunteers;
  - ii. References have been requested and verified;
  - iii. All volunteers are given an orientation to the school as appropriate; to relevant school and Board policies and procedures; and to the role, responsibilities and expectations for volunteers;

- iv. All aspects of volunteer management are being carried out once the volunteer is placed ;
  - v. Appropriate in-service for Board staff who have supervisory responsibilities for volunteers is provided to ensure the effective management of volunteers; and
  - vi. When a staff member will not be present, parental consent has been granted by all parents for the use of a volunteer, prior to assigning the volunteer.
- b) The Principal of the school will ensure that:
- i. Volunteers are not involved in any evaluation of students, school personnel, program or made a party to personal information regarding students , their families or staff unless it is critical to the performance of their duties as a volunteer and specifically released under the provision of the “Municipal Freedom of Information and Protection to Privacy Act” and Board policies;
  - ii. Treat as confidential all personal information which they may acquire in the course of their involvement in the school (sign Appendix A); and
  - iii. Are cognizant of the requirements for supervision of any governing body, e.g. OFSAA, Skills Competition, Sears Drama, or any other festival/ performance activities on a regional/ provincial/national level.

#### **6. Supervision of Students in Extra-Curricular Activities:**

- a) Volunteers may, at the discretion of the Principal and under the direction of Board staff, oversee extra-curricular activities;
- b) Volunteers (parent or community) will be subject to a screening process commensurate with the level of risk of the activity as described in the procedure;
- c) All non-employee volunteers must be trained as a coach for the sport in question, be present at every practice and game, and authorized through completion of a Letter of Agreement;
- d) Parents of those students involved must sign a consent form acknowledging that they understand that there will be no staff member involvement (Appendix B); and
- e) All aspects of volunteer management are being carried out once the volunteer is in place.

#### **7. Activities that may NOT run without Direct Supervision of Board Staff:**

- a) Overnight excursions outside the jurisdiction of the Board;
- b) Invitational tournaments outside the district of DSB Ontario North East;
- c) Off-site field trips involving 50 or more students;
- d) Any activity that requires teacher supervision In accordance to rules (e.g. OFSSA).

#### **8. Liability:**

In any school-sponsored activity that is undertaken by a volunteer, the Board's liability insurance regarding negligence will apply. Volunteers should be aware that the Board's insurance does not include loss-of-income provision should the volunteer sustain an injury that prevents him/her from resuming his/her employment.

## OPERATIONAL PROCEDURES

### 1. Screening and Management of Volunteers

- a) All Volunteers must be assessed as to their suitability for placement within a school or program setting.
- b) The process of screening volunteers and management begins at the very moment a person applies and is recruited. Volunteers are managed throughout their extra-curricular commitment until he/she terminates this commitment.
- c) The degree of screening is dependent upon the volunteer activity, the extent of interaction with, and responsibility for, students, and the degree of direct supervision of the volunteer. Levels of risk are defined below:
  - i. the activity itself, and
  - ii. the extent of the interaction with and responsibility for students, and
  - iii. the proximity of Board staff while the activity is occurring.

### LEVELS OF RISKS ARE OUTLINED IN THE CHART FOLLOWING:

Levels of Risk	Activity Component: activity, duration, proximity	Screening Level
Low Risk	> in open areas (e.g. hallways, libraries, with intermittent supervision)	by Principal
Medium Risk	> in isolated onsite areas working with a group of students in areas that are not proximal to location of School Board staff (e.g. gym, music room, school playing field, studio theatre, etc.)	by Central Committee
High Risk	> in isolated area working with one or two students; > coaching or other group activity off-site.	by Central Committee

### 2. Initial screening tools include but are not limited to:

- a) application form (**Appendix C or D**);
- b) volunteer intake interview;
- c) reference checks (**Appendix E**);
- d) coaching qualifications;
- e) criminal background check and vulnerable sector screening;
- f) orientation to the school/ Board regarding Board policies concerning volunteers in regards to discipline, confidentiality, and disclosure of abuse (by Principal);
- g) address staff concerns regarding a volunteer's behaviour in accordance to Board policies and procedures;
- h) if the degree of risk assigned to a volunteer's task significantly changes, if a volunteer is assigned a new task with a higher risk level, the screening process should be reviewed.

### 3. Determining the Extra-Curricular Activities Being Offered:

- a) The school Principal shall complete an extra-curricular activity list outlining extra-curricular activities that can safely operate with volunteers. These activities list shall be rated in accordance to the risk levels to determine the supervision necessary.
- b) Principals shall consult with their Superintendent for approval of the activities to be supervised by volunteers.

#### **4. Recruitment of Volunteers:**

- a) The Principal shall consider volunteers from the parent and school community to support the extra-curricular activity list;
- b) Volunteers shall express their interest to the Principal by:
  - i. presenting their criminal background check with the vulnerable sector screening;
  - ii. indicating the activity of interest and volunteer's level of expertise with the activity;
  - iii. availability to volunteer for the activity (**Appendix F**);
  - iv. willingness to coach/ lead the activity in other schools; and
  - v. suitability of managing the scope the activity for the season.
- c) The Principal determines the suitability of the volunteer. The volunteer completes the application package (**Appendices C or D, E, F**) for activities that are determined as medium to high risk, the application package is submitted to the Central Committee for processing; and
- d) When a volunteer agree to supervise an activity that is deemed low risk, the Principal may complete the screening and approval process (**Appendix F**).

#### **5. Volunteer Screening Process for Medium or High Risk under the Director of Education:**

- a) A Central Committee shall be formed;
- b) All decisions by the Central Committee shall be final;
- c) The Central Committee shall undertake the screening and management of volunteers on behalf of the Principal in accordance with section 4. of this procedure
- d) The Principal will provide a list of prospective volunteers to the screening committee
- e) The Central Committee is responsible for contacting prospective volunteers for the medium/high risk activities and completing the screening approval process along with the Principal.
- f) Following the approval, the Principal notifies the volunteer and confirms the acceptance of the volunteer. The volunteer completes the training process and then can commence duties.
- g) The Central Committee shall provide ongoing support to the Principal, as required.

#### **6. Volunteer Training:**

- a) All volunteers approved by the Central Committee must participate in the central training program, and must sign confidentiality agreements before undertaking any volunteer responsibilities that puts the volunteer with direct, unsupervised contact with students;
- b) The mandatory training for all volunteers shall include but not be limited to safety and well-being of students, such as lockdown procedures, concussion protocols, fire safety evacuation, code of conduct, anaphylaxis, etc.;
- c) The Principal shall provide the volunteer with information regarding access to the school, equipment, and any other operational procedures; and
- d) Volunteer sole supervisors must always provide direct, constant visual supervision of the activity for which they are responsible.



**DISTRICT SCHOOL BOARD ONTARIO NORTH EAST**

**Confidentiality Guideline**

All information including student records, employee records, financial and operating data of the Board and any other information of a private or sensitive nature are considered confidential. Confidential information should not be read or discussed by any volunteer.

The unauthorized disclosure of confidential information by volunteers can subject each individual volunteer and the Board to civil and criminal liability. Disclosure of confidential information to unauthorized persons, or unauthorized access to, or misuse, theft, destruction, alteration, or sabotage of such information, is grounds for immediate disciplinary action.

**Volunteer Confidentiality Agreement**

I hereby acknowledge, by my signature below, that I understand that confidential information, records and data to which I have knowledge and access in the course of my volunteer work with District School Board Ontario North East is to be kept confidential and this confidentiality is a condition of my volunteer work. This information shall not be disclosed to anyone under any circumstances. I understand that my duty to maintain confidentiality continues even after I am no longer volunteering with District School Board Ontario North East.

I am familiar with the above guideline pertaining to the use and disclosure of confidential information. I also understand that the unauthorized disclosure of confidential or proprietary information of District School Board Ontario North East could result in the end of my volunteer work with District School Board Ontario North East and possible legal action.

I hereby acknowledge and agree, by my signature below, that I understand that my volunteer service with District School Board Ontario North East is conditional upon my agreement with the guidelines noted above.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

**Parental Consent Form**  
**(on school letterhead)**

We recognize the level of interest and commitment of some students in organizing

\_\_\_\_\_ (name of activity)

Please be advised that this activity will be run by qualified volunteers.

By signing this waiver, you fully understand that the activity will be coached/monitored/guided by a qualified volunteer only, without the presence of school staff. The volunteer supervisor will have access to the student's medical and parental contact information as is required.

The qualified volunteer will assume all responsibilities for: permission/medical forms, participant selection, registration, fee collection, where applicable, administration, conduct, transportation, and activity schedule. This activity will be subject to a mid-season review that will consider student conduct and commitment to the activity.

By consenting to your son or daughter's involvement in this activity, you understand that there are inherent risks in any activity. The safety and well-being of students is a prime concern and attempts are made to manage, as effectively as possible, the foreseeable risks inherent in any activity. Please call the school to discuss safety concerns related to this activity in which your son or daughter wishes to participate.

I GIVE MY CONSENT TO MY (son or daughter's name) \_\_\_\_\_

from (name of school) \_\_\_\_\_

to participate in (name of activity) \_\_\_\_\_.

Student's Name (print): \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**Volunteer Coaching Application Form**  
**(on school letterhead)**

The following form can be used when interviewing a potential coach in any one of the following situations:

- The applicant is not an administrator or someone with teaching certification.
- The person's philosophy and/or expertise is unknown.
- The position to be filled is one of head coach or the person would be asked to coach by himself/herself.
- The person would be coaching a higher-risk sport as designated by OPHEA Safety Guidelines.
- The principal or designate decides to formally interview for other reasons.

**Please record pertinent information on this form and keep on file. Interviewers are encouraged to include additional questions, which would be relevant to their schools.**

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**CANDIDATE:**

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Phone (home): \_\_\_\_\_ Phone (cell): \_\_\_\_\_

Phone (work): \_\_\_\_\_ Fax: \_\_\_\_\_

e-mail: \_\_\_\_\_ Health Card # (optional): \_\_\_\_\_

**SCHOOL:**

Principal/Designate: \_\_\_\_\_ Team in Question: \_\_\_\_\_

Higher Risk Sport    **Yes**     **No**

1. Please describe your previous coaching experience in \_\_\_\_\_ (specific sport), as well as experience in any other sport. Include number of years you have coached, age range of players, competitive nature of league and any other details you think are pertinent.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Provide current certification(s) and/or qualification(s) you hold which would be relevant to coaching. Include name and contact information of person who can verify this information.

\_\_\_\_\_

3. Describe other coaching development sessions/clinics which have helped you learn more about coaching the sport.

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4. What are three primary goals that you are trying to achieve as a coach?

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5. Do you understand/support the principles of the “fair play” philosophy in athletics?

Yes  No

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6. Explain how you would apply these principles to your coaching role.

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7. How would you set standards of behaviour for the players you coach?

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8. Please list two references associated with previous coaching experience.

**Name (not a relative)**

**Position**

**Phone #**

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This information is collected pursuant to the District School Board Ontario North East's role as employer as set out in the Education Act. This information is collected for employment and human resource planning purposes and is within the guidelines set out in the Municipal Freedom of Information and Protection of Privacy Act, 1989. References listed on this form will be contacted for information with respect to your suitability as a volunteer coach of DSB Ontario North East's student athletes.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Principal/Designate: \_\_\_\_\_ Date: \_\_\_\_\_

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Office Use Only

References received: **Yes**  **No**

by signature of Principal/Designate: \_\_\_\_\_

Criminal record check received: **Yes**  **No**

by signature of Principal/Designate: \_\_\_\_\_

Application accepted: **Yes**  **No**

Orientation session completed: **Yes**  **No**

Signature of Principal/Designate: \_\_\_\_\_

Date: \_\_\_\_\_

**Volunteer General Activity Application Form**  
**(on school letterhead)**

The following form can be used when interviewing a potential volunteer in any one of the following situations:

- The applicant is not an administrator or someone with teaching certification.
- The person's philosophy and/or expertise is unknown.
- The position to be filled is one in which the person would be asked to run the activity without direct supervision
- The principal or designate decides to formally interview for other reasons.

**Please record pertinent information on this form and keep on file. Interviewers are encouraged to include additional questions, which would be relevant to their schools.**

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**CANDIDATE:**

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Phone (home): \_\_\_\_\_ Phone (cell): \_\_\_\_\_

Phone (work): \_\_\_\_\_ Fax: \_\_\_\_\_

e-mail: \_\_\_\_\_ Health Card # (optional): \_\_\_\_\_

**SCHOOL:**

Principal/Designate: \_\_\_\_\_ Activity in Question: \_\_\_\_\_

Medium/High Risk Activity    **Yes**     **No**

1. Please describe your previous related activities experience in \_\_\_\_\_  
(specific activity), as well as experience in any other related activities.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Provide current certification(s) and/or qualification(s) you hold which would be relevant to the activity, if applicable.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Describe other experiences that have helped you learn more about this activity.

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4. What are three primary goals that you are trying to achieve as a volunteer?

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5. How would you set standards of behaviour for the participants in this activity?

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6. Please list two references.

**Name** (not a relative)

**Position**

**Phone #**

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This information is collected pursuant to the District School Board Ontario North East's role as employer as set out in the Education Act. This information is collected for employment and human resource planning purposes and is within the guidelines set out in the Municipal Freedom of Information and Protection of Privacy Act, 1989. References listed on this form will be contacted for information with respect to your suitability as a volunteer coach of DSB Ontario North East's student athletes.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Principal/Designate: \_\_\_\_\_ Date: \_\_\_\_\_

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Office Use Only

References received: Yes  No

by signature of Principal/Designate:

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Criminal record check received: Yes  No

by signature of Principal/Designate:

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Application accepted: Yes  No  Orientation session completed: Yes   
No

Signature of Principal/Designate: \_\_\_\_\_ Date: \_\_\_\_\_

**Volunteer Reference Check**  
**(on school letterhead)**

**Note:** In accordance with the Municipal Freedom of Information and Protection of Privacy Act, consent is required before any references are contacted. Please address each area, noting areas of strength but also of concern, discrepancies, inconsistencies in relation to application/resume and other information gathered. Use follow-up questions as required.

**Candidate:**

<b>First Name:</b>	<b>Last Name:</b>
<b>Position Applied For:</b>	
<b>Name of Reference:</b>	<b>Phone Number:</b>

Request by person providing the reference for confidentiality:     Yes     No

1. How long have you known the candidate:

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2. Were you aware of your name being given as a reference:

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3. Why would you have been chosen as a reference?

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4. If reference is the candidates supervisor (in paid or unpaid position) ask the reference to comment briefly on the following: (Otherwise proceed to number 5)

Duties / Responsibilities:

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Punctuality / Attendance:

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5. Please comment on the candidate's:  
Strengths:

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Interpersonal Skills:

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Ability to understand and follow directions:

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Initiative and self-direction:

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6. Would you feel comfortable with this individual working with your students:

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7. Do you know of any reason why \_\_\_\_\_ should not be working in  
close proximity to students:

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8. Is there anything you would like to add:

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\_\_\_\_\_  
Signature of Individual Conducting Reference

\_\_\_\_\_  
Date

**School/Volunteer Agreement**

**(on school letterhead)**

School: \_\_\_\_\_

Class (or Location): \_\_\_\_\_

Volunteer directly responsible to: \_\_\_\_\_

1. Duties & Responsibilities:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Police Records Check: Required and completed with Vulnerable Sector Screening \_\_\_\_\_  
Yes

3. Time Commitment:

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Morning</b>					
<b>Afternoon</b>					
<b>Other</b>					

4. Starting Date: \_\_\_\_\_

5. Absence: Procedure for reporting absence:  
\_\_\_\_\_

6. The Volunteer agrees to:

- a) Respect the confidentiality of all information that may be received regarding any pupils or staff while a volunteer and refrain from releasing that information to any person in accordance with the Municipal Freedom of Information and Protection of Privacy Act;
- b) Abide by DSB Ontario North East Acceptable Use Guidelines regarding appropriate access to and use of the Internet;
- c) Notify the appropriate person at school as soon as possible when circumstances necessitate his/her absence (planned holidays, illness, etc.);
- d) Act in accordance with the norms and expectations of the school as provided in the orientation to the school.

7. The School agrees to:

- a) Provide both initial orientation to the school;
- b) Show respect and appreciation by giving the volunteer a suitable assignment in line with his/her area of interest and skills;



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- c) Inform the volunteer in advance of all schedule changes (holidays, special events, etc.)

8. The Central Committee agrees to:

- a) Provide initial and on-going training and support for the volunteer.

\_\_\_\_\_

Date

\_\_\_\_\_

Volunteer

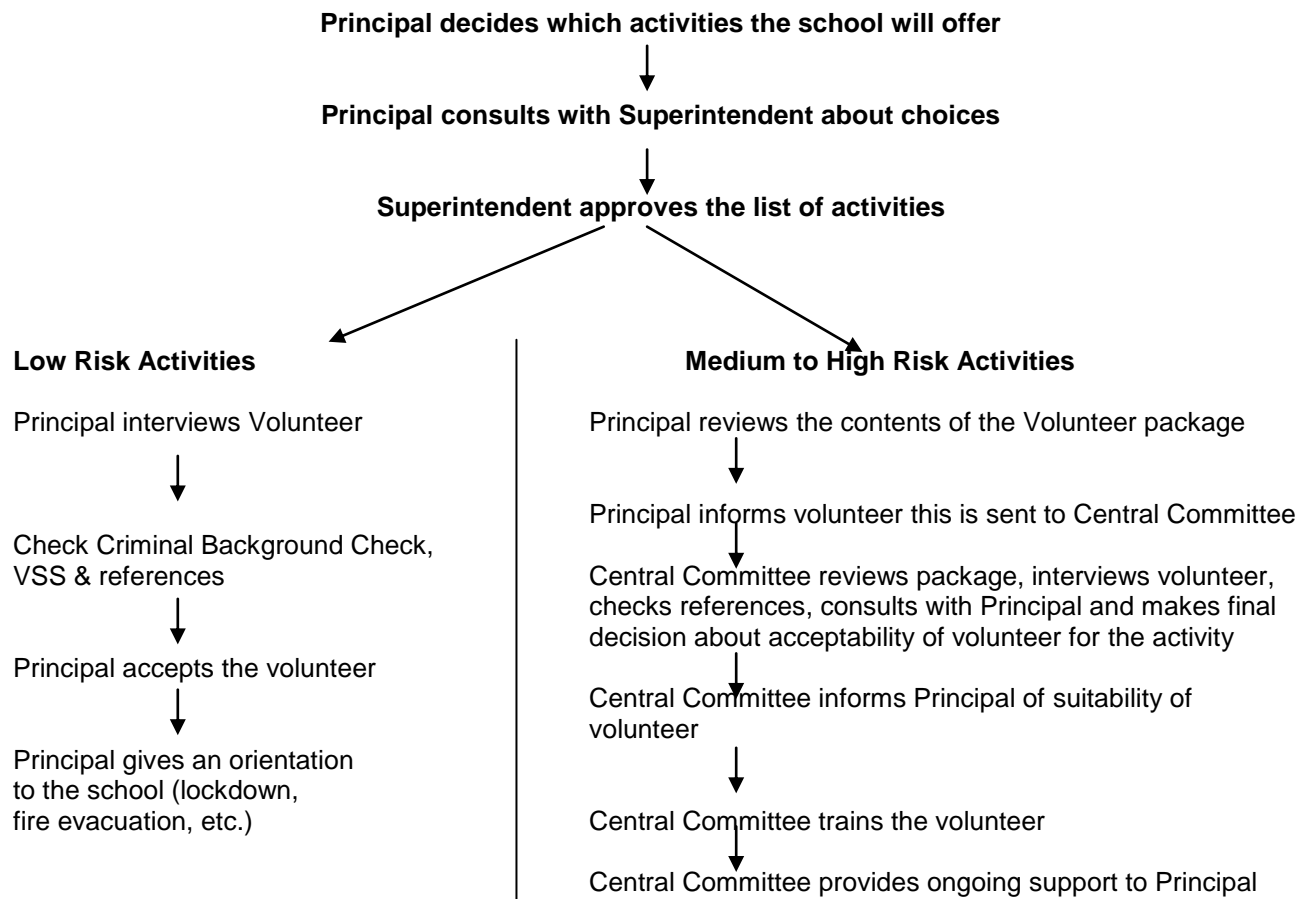
\_\_\_\_\_

School/Board Staff



Volunteer Supervisors of Extra Curricular Activities in Schools  
(in Extenuating Circumstances)

## FLOW CHART



**Central Committee operates under the direction of the Director of Education and is composed of the following:**

*Superintendents*

*Resource to Central Committee:* Principals and Vice Principals

**Central Committee Training Personnel include:**

*Training Team:*

*Resource to Training Team:* Principals and Vice Principals

**Training topics include, but are not limited to:** Lockdown procedures, concussion protocol, fire safety evacuation, code of behaviour, athletic constitution, Safety Guidelines, Anaphylaxis, and/or other related training to the specific extracurricular activity.

**Volunteer Responsibilities:**

Registration, collection of funds, if applicable, handing out and collecting forms with parent/guardian signatures, setting the activity days and times, and/or following the prescribed schedule of the activity and any other activity required to complete the task.