



# USE OF VOLUNTEERS

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| Responsibility:     | <i>Executive Superintendent, Educational Services</i>          |
| Legal References:   | Ontario Regulation 521/01 – Collection of Personal Information |
| Related References: | Administrative Procedure 3770, Criminal Reference Checks       |

### 1. Preamble

This document provides expectations for the use of volunteers in the Waterloo Region District School Board.

### 2. General

- 2.1 Volunteers are individuals who willingly give of their time and talent within a school setting.
- 2.2 Volunteers receive no remuneration.
- 2.3 Volunteerism is a form of community engagement.

### 3. Responsibilities

#### 3.1 Principals shall:

- 3.1.1 Through consultation with staff and the School Council, assess the possibilities for the use of volunteers;
- 3.1.2 Determine the volunteer assignments in consultation with staff and the needs of the school;
- 3.1.3 Monitor and support the work of volunteers.

#### 3.2 Teachers shall:

- 3.2.1 Ensure the development of a schedule for volunteers;
- 3.2.2 Ensure that volunteers are aware of timelines, classroom and school roles and routines and individual needs of students;
- 3.2.3 Monitor and provide ongoing feedback to volunteers.

#### 3.3 Volunteers shall:

- 3.3.1 Prior to volunteering, submit an original copy of a Police Vulnerable Sector Check (PVSC) if supervising students that are not in direct proximity of a staff member or if deemed necessary by the Principal;
- 3.3.2 Be responsible for the cost of the PVSC;
- 3.3.3 Adhere to established board and school procedures, including the School Code of Conduct;
- 3.3.4 Be responsible to the Principal and work under the supervision of the teaching staff;
- 3.3.5 Work co-operatively with the school team;
- 3.3.6 Respect confidentiality; ensure staff issues and student work and behavior issues are held in confidence;
- 3.3.7 Be prompt, dependable and regular in attendance and give advance notice to teachers when unable to attend.

### 4. Field Trips

- 4.1 Volunteer supervisors for trips are expected to know the trip details and volunteer duties/expectations.
- 4.2 Volunteers are expected to know and support the School Code of Conduct, to report any inappropriate student conduct and to adhere to the trip schedule.
- 4.3 Volunteers are expected to model appropriate behavior: to refrain from smoking, using alcohol and/or any illegal acts while supervising students.
- 4.4 In the event of illness on the day of the trip, volunteers are asked to advise the school as early as possible.

## 5. **Limitations – Non-Sanctioned Events**

- 5.1 This procedure is limited to school- or board-sanctioned educational activities only. Non-sanctioned events are not considered to be the Principal's responsibility and thus this procedure does not apply.