
Date of Issue	June 2021
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Subject	VOLUNTEERS IN SCHOOLS
References	Policy 3250 – Volunteers in Schools Police Record Checks Reform Act
Contact	School Services, Business Services

1. Rationale

The Simcoe County District School Board (SCDSB) encourages participation of volunteers in schools and recognizes the advantages for all concerned. The board further believes that through volunteering, individuals can model caring and co-operative relationships and promote the value of being responsible citizens.

2. Definition

Volunteers are individuals who willingly give of their time and talent on a regular basis as valuable members of a school team to support staff in enhancing student learning activities. Volunteers receive no remuneration.

3. Objectives

- 3.1 Volunteer programs should:
- 3.1.1 foster strong school and community partnerships;
 - 3.1.2 enhance the quality of education;
 - 3.1.3 expand learning activities;
 - 3.1.4 provide innovative programs and enrichment activities using community skills and resources; and,
 - 3.1.5 optimize learning opportunities for students, staff and volunteers.

4. Responsibilities

- 4.1 Principals shall:
- 4.1.1 ensure the collection of a Vulnerable Sector Check (VSC), as well as registration and completion of all required steps through the SCDSB's online Volunteer Portal for each volunteer, prior to beginning their volunteer duties;
 - 4.1.2 through consultation with staff and school council, assess the possibilities for the use of volunteers. A list of possible volunteer activities may be created as a result of this needs assessment;
 - 4.1.3 designate a volunteer co-ordinator; and,
 - 4.1.4 monitor and support the work of the volunteer co-ordinator and approve the assignment of volunteers.

- 4.2 Volunteer co-ordinators, in partnership with the principals, or designate, shall:
 - 4.2.1 recruit volunteers and, using the Volunteer Information Form (FORM A7220 - 1), match their talents and interests to volunteer opportunities;
 - 4.2.2 provide an orientation process for all volunteers as listed in APPENDIX A;
 - 4.2.3 maintain a record of program details for each volunteer (FORM A7220 - 2);
 - 4.2.4 facilitate open and ongoing communication lines between volunteers and other school staff;
 - 4.2.5 ensure that an evaluation process for volunteer programs and/or volunteers is established (see FORM A7220 - 3 and FORM A7220 - 4 for optional use); and,
 - 4.2.6 demonstrate an appreciation of volunteers in ways that do not involve a wage, honorarium or any other monetary payment.

- 4.3 Teachers with volunteers shall:
 - 4.3.1 ensure the development of a work plan for volunteers and oversee its delivery;
 - 4.3.2 ensure that volunteers are aware of timelines, classroom and school rules and routines, and individual needs of students;
 - 4.3.3 provide ongoing support to the volunteers; and,
 - 4.3.4 monitor and provide ongoing feedback to volunteers.

- 4.4 Volunteers shall:
 - 4.4.1 agree to submit a copy of a VSC executed within the last six months, and register and complete all required steps through the online Volunteer Portal prior to beginning their volunteer duties;
 - 4.4.2 complete an annual offence declaration through the online Volunteer Portal for up to four years to continue volunteering;
 - 4.4.3 submit a new VSC at the beginning of the fifth year;
 - 4.4.4 be responsible for the cost of the VSC which may be reimbursed if requested by the volunteer;
 - 4.4.5 be responsible to the principal and work under the supervision of teaching staff;
 - 4.4.6 work co-operatively as part of a team to support and supplement school programs;
 - 4.4.7 respect the confidentiality of the relationship to the school, ensuring that staff issues and student work and behaviour issues are held in confidence;
 - 4.4.8 adhere to established board and school procedures;
 - 4.4.9 communicate regularly with staff; and,
 - 4.4.10 be prompt, dependable and regular in attendance, and give advance notice to teachers when unable to attend.

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SCHOOL VOLUNTEER TRAINING AND ORIENTATION PROCESS

The following are orientation items which should be discussed with school volunteers:

- school tour
- introduction of school personnel
- school routines:
 - timetable
 - emergency procedures (e.g. fire)
 - yard designations
 - stock rooms
 - copying procedures
- review school handbook including:
 - board mission statement and philosophy
 - Code of Conduct
 - school policies
- explain the idea of individual differences in teaching approaches/strategies
- discuss the rationale for placement of volunteers
- school visitor routines
- health and safety procedures
- review assessment form
- awareness of abuse and harassment
- confidentiality

Volunteer Information Form

The following information will be used by the volunteer co-ordinator and school administration in matching your talents and interests with the volunteer opportunities at the school.

Name _____

Address _____

Phone (Home) _____ (Business) _____

How would you prefer to be addressed by students? _____

Do you have any children or grandchildren in this school? Yes No

If yes, please indicate their name(s) and classes in the space below:

Name _____ Class: _____

Why do you wish to become a volunteer? _____

With what grade level(s) do you prefer to volunteer your time?

K _____ 1-3 _____ 4-6 _____ 7-8 _____ 9-10 _____ 11-12 _____

When are you available to volunteer? Please indicate day and time.

Monday a.m. ___ p.m. ___ **Tuesday** a.m. ___ p.m. ___ **Wednesday** a.m. ___ p.m. ___

Thursday a.m. ___ p.m. ___ **Friday** a.m. ___ p.m. ___

Approximately how many hours a week do you wish to volunteer? _____

I would like to: (please feel free to check more than one)

- | | | |
|---------------------------|--|--------------|
| _____ read with students | _____ help with music | _____ Other: |
| _____ publish stories | _____ help with arts and crafts | |
| _____ work in the library | _____ coach sports | |
| _____ work with computers | _____ participate in special programs (e.g. hot lunch, safe arrival) | |

Please describe your previous volunteering experiences.

Have you ever been terminated from a volunteer position? Yes No

If yes, please explain _____

Have you ever been convicted of a criminal offence for which a pardon has not been granted?

Yes No

I will fulfil the role of volunteer to the best of my ability and maintain the strictest confidence in my work with students and the staff of the school.

I also realize that I will not be able to bring pre-schoolers or other children with me when I am working as a volunteer.

I understand that I am required to provide a Vulnerable Sector Check, as well as registering and completing all the required steps through the SCDSB's online Volunteer Portal, prior to beginning volunteer duties at the school, and that an Offence Declaration must be completed annually. I understand that at the beginning of the fifth year I will need to provide a new Vulnerable Sector Check.

Signature _____ Date _____

Consent to Obtain Reference

I, _____, hereby give my permission for _____
(name of volunteer) (school)

to contact the person listed below for the purpose of obtaining a reference.

Name _____ Phone _____

Signature of Volunteer _____ Date _____

Information to be completed by Principal

Vulnerable Sector Check Approved _____
Date _____

Start Date for Volunteer _____

Signature of Principal _____

Name and Phone Number	Interests and Strengths	Assignment	Start Date	Orientation Date	Completion Date	Comments

SAMPLE for optional use

Volunteer Placement Evaluation Form

In order to help us provide the best possible volunteer program, we need your feedback. Please feel free to provide additional information on the reverse.

Name of Volunteer _____

Volunteer Job(s) _____

Circle the number which indicates, on a scale of 1 to 5, your level of satisfaction with the following (1 is low, 5 is high).

The orientation you received to the school. 1 2 3 4 5

The training/ongoing support you received from staff. 1 2 3 4 5

The resources you need to be an effective volunteer. 1 2 3 4 5

Do you feel your work here is appreciated? Yes No

Comments _____

When you ask a staff member for suggestions or help with a problem are they receptive to your needs? Yes No

Comments _____

What changes would you like to suggest for a more effective volunteer program?

Date

Signature of Volunteer

SAMPLE for optional use

Evaluation of Volunteer

This document provides a suggested format for the assessment of school volunteers.

Name of School Volunteer _____

Volunteer Job _____ Date _____

Please rate the performance of the school volunteer in the following areas as Excellent, Satisfactory, or Needs Improvement.

Excellent	Satisfactory	Needs Improvement	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The volunteer was able to carry out instructions.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The volunteer has been able to work with the teacher.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The volunteer has been regular in attendance.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The volunteer has been able to establish rapport with the student(s) assigned.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The volunteer provided an appropriate model for the student in their speech and behaviour.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The volunteer was friendly, polite and helped others feel at ease.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The volunteer at all times maintained a professional relationship with the student, teacher and school staff.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The volunteer was able to change or adapt the lesson plans to the needs of the student when adaptations seem necessary.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The volunteer seemed to enjoy working in the instructional setting.

Signature of Volunteer

Signature of Staff/Co-ordinator