

NON-TEACHING PERSONNEL 3200

VOLUNTEERS IN SCHOOLS 3250

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 cooperative relationships and promote the value of being responsible citizens.

2. Policy

It is the policy of the SCDSB to encourage schools to incorporate the services of volunteers where it is to the advantage of the school or any of its students, teachers, or volunteers.

3. Definition

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

4. Guidelines

4.1 Volunteers who come into direct contact with students on a regular basis are required to provide a copy of a Vulnerable Sector Check, executed within the last six months prior to beginning to volunteer.

4.2 New Vulnerable Sector Check documents must be provided every five years.

4.3 Through consultation with staff and school councils, schools will assess the range of possibilities for volunteer involvement. This assessment may take place at various times throughout the year. A list of possible volunteer activities may be created as a result of this needs assessment.

4.4 Volunteers and their assignments will be subject to the approval of the principal.

4.5 At the discretion of the principal, under the direction of the board, volunteers may oversee extra-curricular activities, when staff is not available. Community volunteer coaches will be subject to a board application, screening and training process commensurate with the level of risk of the activity as described in Administrative Procedures Memorandum (APM) A7220 – Volunteers in Schools. The expectation of the Ontario Federation of School Athletic Associations (OFSAA) regarding teacher supervision at those events will be addressed in every case.

4.6 It is an individual decision by each teacher whether or not to include volunteers in their program.

NON-TEACHING PERSONNEL	3200
VOLUNTEERS IN SCHOOLS	3250

Page 2

- 4.7 Schools will seek a volunteer coordinator for their volunteer programs, who will work in conjunction with the school administration.
- 4.8 Every effort will be made to maximize the interests and abilities of the volunteers as they work within the framework of school approved programs.
- 4.9 Schools will ensure that there is an orientation process for volunteers including the SCDSB harassment policy and relevant legislation governing school operations, as well as school routines and expectations.
- 4.10 Schools will ensure that staff, students and volunteers are informed of the roles and responsibilities of all team members including issues of confidentiality and student evaluation.
- 4.11 Volunteers may be required to participate in an application process reflecting some aspects of our employee application process, including a reference check.
- 4.12 Schools are encouraged to demonstrate their appreciation of volunteers. Appreciation shall not involve a wage, honorarium or any other monetary payment.

5. Administrative Procedures

The Director of Education is authorized to provide the administrative procedures necessary to implement this policy.

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[APM A4010](#)
[APM A7220](#)