



PREAMBLE

This Policy applies to the following volunteers:

- Volunteers who assist in the school on a weekly basis (as opposed to a volunteer who participates in a one day activity)
- Supervisors on overnight excursions
- Co-op students
- Drivers of children
- Non-parent, non-guardian volunteers not known to the community
- Others, as deemed necessary by the Principal.

POLICY

1. The Windsor-Essex Catholic District School Board acknowledges its responsibility under the Education Act to use its best efforts to protect and provide a safe and secure learning environment for students, employees and property. The Board is in a position of trust with regard to students and must strive to protect their intellectual, physical, mental and emotional well-being.
2. The Windsor-Essex Catholic District School Board shall encourage wide community participation in the daily operation of the schools.
3. The Board shall invite Principals to accept volunteers who may assist teachers with school activities.
4. The Board shall provide liability insurance for volunteers who are acting within the scope of their duties.
5. The Windsor-Essex Catholic District School Board will not allow school access to Volunteers who have direct and regular contact with students:
 - who have not provided a Criminal Background Check, or
 - who have provided a Criminal Back Check that has been adjudicated and found to present an unacceptable risk to students and/or staff.
 -

REGULATIONS

The Education Act, Section 171, (1), 4

The Education Act, Safe Schools Act, Regulation 322/03

Municipal Freedom of Information and Protection of Privacy Act

PROCEDURES

1. School volunteers shall be subject to the supervision and direction of certified personnel and shall be under the authority of the Principal at all times.
2. School volunteers shall not be immune from personal liability and may be held responsible for any negligent conduct that might directly or indirectly cause injury or harm to pupils.
3. School volunteers shall be adequately trained for the implementation of their responsibilities and shall understand the parameters of their role. All volunteer training shall be under the direction and supervision of the school principal.
4. School volunteers shall perform their duties without remuneration.
5. School volunteers shall be accepted upon the successful completion of a process initiated by the Application for School Volunteer (Appendix A)
6. Unless an application is on file at the school, volunteers shall be required to complete Appendix A prior to participation in regularly scheduled events such as Field Trips, sports or hot dog/pizza days
7. **Principals are responsible for directing volunteers to obtain the required Criminal Background Checks from the appropriate Police Services prior to being accepted as a volunteer in the school.**
 - a. **Any criminal offences that require adjudication will be handled by the School Superintendent. The nature of the criminal offence and other relevant factors determine the outcome of the adjudication.**
 - b. **The volunteer will not be permitted to work in the school until the School Superintendent has provided formal notification of clearance to the school Principal.**
 - c. **Persons who continue to volunteer must submit a Criminal Offence Declaration each September to the Principal.**
 - d. **The Principal will store all Criminal Background Checks and Offence Declarations in a secure file at the school.**

Approved by the Board: April 27, 1999

Amended by the Board: July 26, 2001

Amended by the Board: May 25, 2004

Related Policy:

Related Board Committee:

Policy Review Date: 2009