



# KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

## POLICY STATEMENT

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**Section:** Board and Community  
• Community Relations  
**Policy:** VOLUNTEERS

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The Board strongly encourages involvement by members of the community in Board programs. It is recognized that benefits accrue to schools and the System through the use of volunteers. Principals, teachers and administrative staff are authorized to encourage the assistance of volunteers in programs within the Board. It is the obligation of the Board to provide a safe learning environment for students, while supporting volunteers as they provide appropriate and effective assistance.

### 1. Volunteers – Key Principles for Effective and Appropriate Involvement

The Board believes that when volunteers undertake assignments with the Board, volunteers:

- 1.1 shall mean responsible persons who provide a service within the Board, without financial remuneration, fulfilling specific needs as determined by senior administration, principals and/or the staff directly involved;
- 1.2 shall not be considered to be employees of the Board; and
- 1.3 shall function to assist the principal and/or the staff with duties/involvement in activities which are not the exclusive duties of paid staff.

### 2. Volunteers – Recruitment, Selection, Screening and Assignment Process

- 2.1 While all persons are encouraged to volunteer their services, the Board reserves the right to accept or deny any offer of volunteer services. Principals/site managers, and/or designates, shall determine acceptance in accordance with administrative regulations. The determining factors in the selection of volunteers may include: experience, performance, demonstrated responsibility, skills and/or general suitability for the position. To ensure due diligence, volunteers in the school system who have responsibility or regular and direct contact with students or are perceived to hold a position of trust in the school must provide a Police Record Check (including a Vulnerable Sector Search and a search of the Pardoned Sexual Offender Database), prior to beginning their volunteer work. For example, a volunteer who assists in class programs and school trips or is the chairperson or treasurer of the school council, would require a Police Record Check.
- 2.2 Where in the judgement of the principal, the volunteer will not have responsibility or regular and direct contact with students nor will hold or is perceived to hold a position of trust in the school, the requirement for the Police Record Check may be waived. For example, school council members attending evening meetings or persons assisting at one-day fun fairs may not require a Police Record Check.

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- 2.3 Generally, the Board believes in a decentralized selection procedure for volunteers prior to assignment, including interviews, registration and screening relevant to the duties of the volunteer's assignment. When necessary, in order to assist principals, central staff will promote and facilitate volunteer selection, including initial screening, orientation, and through the maintenance of central recordkeeping.

### **3. Volunteers – Conditions of Service**

The Board believes that:

- 3.1 volunteers should work under the direction of the principal/site manager, and/or designated staff, at all times, in a safe and supportive environment (this does not require the principal/site manager or designate to be present at all times);
- 3.2 in order to minimize liability for staff, danger to students, or injury to themselves, central staff and/or the principal/site manager, or designate, shall determine and ensure that volunteers receive appropriate orientation, training, materials, support, and monitoring to enable optimum performance in assignments;
- 3.3 the principal/site manager, or designate, shall determine and ensure that volunteers receive suitable recognition for service given;
- 3.4 volunteers shall maintain confidentiality and adhere to the code of conduct normally expected of employees including meeting the requirements of the Freedom of Information and Protection of Privacy Act, regarding all student and school issues; and
- 3.5 a Police Record Check must be requested from a police services agency to update the volunteer's status. Returning volunteers must complete the Police Record Check annually and new volunteers must complete the Police Record Check prior to commencing duty.

### **4. Corporate/Central Support**

Human Resource Services and/or the Corporate Affairs Department shall promote and support the use of volunteers in the System by assisting in the provision of administrative regulations, in-service as appropriate, and administration of the Police Record Checks and related documents, including records retention.

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Established: April 27, 2000

Revised/Reviewed:

May 27, 2004  
October 23, 2008  
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April 25, 2019