



## BOARD POLICY

*Policy Section*

*Policy Number*

*Former Policy Number*

*Total Pages*

*Original Approved Date*

*Subsequent Approval Dates*

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- Act; or
- 5.3.3 Every criminal offence of which the individual has been found guilty and received an absolute discharge; or
  - 5.3.4 Every criminal offence of which the individual has been found guilty and received a conditional discharge on conditions set out in a probation order; or
  - 5.3.5 Every criminal offence for which there is an outstanding charge or warrant to arrest in respect of the individual. Every court order made against the individual; or
  - 5.3.6 Any conviction for which a pardon has been granted.

[Child and Family Services Act](#)

[Education Act](#)

[Mental Health Act](#)

[Municipal Freedom of Information Protection of Privacy Act](#)

[Police Record Checks Reform Act](#)

[YCDSB Policy 202 Safe Schools - Student Discipline](#)

[YCDSB Policy 204 Child Protection and Abuse](#)

[YCDSB Policy 207A Administration of Oral Prescription Medication to Elementary & Secondary Students](#)

[YCDSB Policy 207B Administration of Oral Non-Prescription Medication to Elementary Students](#)

[YCDSB Policy 209 Supporting Students with Prevalent Medical Conditions: Anaphylaxis](#)

[YCDSB Policy 218 117 Code of Conduct](#)

[YCDSB Policy 223 Bullying Prevention and Intervention](#)

[YCDSB Policy 303 School Organized and Continuing Education Excursions](#)

[YCDSB Policy 317 Electronic Communications & Social Media](#)

[YCDSB Policy 603A School Fundraising](#)

[YCDSB Policy 603B Fundraising for External Charitable Purposes](#)

[YCDSB Policy 606 Catholic School Councils](#)

[YCDSB Policy 613 Equity & Inclusive Education](#)

[YCDSB Policy 701 Access to School and Board Premises](#)


- 1.1 All volunteers support the Catholic teachings and values of our Faith;
- 1.2 A fair and transparent recruitment and selection process is being followed.
- 1.3 The appropriate screening of volunteers takes place.
- 1.4 They approve the tasks and assignments of volunteers;
- 1.5 The provision of training and orientation of volunteers occurs;
- 1.6 All volunteers sign the Confidentiality Agreement;
- 1.7 All volunteers complete the Volunteer Agreement and Emergency Contact Admin Form 129;
- 1.8 All volunteers comply with the Board's requirement with respect to Vulnerable Sector Checks, Enhanced Police Information Checks (E-PIC), and Annual Offence Declarations and ensure volunteers are compliant with relevant school and Board policies and procedures;
- 1.9 They intervene when the work of the volunteer appears to be having a negative impact on student, staff or program, or is deemed not to be in the best interests of students; and
- 1.10 They address any performance or staff concerns, including those with respect to confidentiality, liability and supervision related issues.

Principals should consult with the school staff and the Catholic School Council to determine needs, equitable access to the opportunity to volunteer, and tasks/assignments which could be supported with a volunteer.

The recruitment, selection and screening process is aimed at filling the needs of the school.

The Board and its employees have a high "duty of care" under the *Education Act*. This duty of care

representation of the community.  
3.2.2 The Principal should ensure that

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- 4.2.3 A review school equipment, i.e. photocopier, gym storage;
  - 4.2.4 A statement concerning legal liability (See Appendix E);
  - 4.2.5 A statement on disclosure of abuse by a student (See Appendix F) and
  - 4.2.6 A review of procedures related to health and safety issues (See Appendix G & H).
- 4.3 Volunteers must follow sign in procedures and wear visitor identification in pr



[Appendix A](#) Volunteer Offence Declaration

[Appendix B](#) Confidentiality Agreement

[Appendix C](#) School Volunteer Orientation Checklist

[Appendix D](#) Volunteer Driver Form (Admin. 74A)

[Appendix E](#) Statement of Liability Insurance (Admin. 74B)

[Appendix F](#) Statement on Disclosure of Abuse by Student to a Volunteer

[Appendix G](#) Statement on Health and Safety Issues

[Appendix H](#) Standard Health and Safety Requirements

[Appendix I](#) Volunteer Agreement & Emergency Contact (Admin. 129)





## Appendix A

## York Catholic District School Board

Pursuant to the *Municipal Freedom of Information and Protection of Privacy Act*, volunteers with the York Catholic District School Board will at all times uphold complete confidentiality.

The York Catholic District School Board regards security and confidentiality of data and information to be of utmost importance.

I understand that as a volunteer at \_\_\_\_\_, ALL student and staff information is confidential. I agree not to access, review, disclose or use confidential student or staff information without specific authorization from a school administrator.

I also understand that even when I am no longer a volunteer with \_\_\_\_\_ School, any confidential information I have learned

# York Catholic District School Board

Appendix C

Prayer, Welcome, and Introductions

Valuable Volunteers:

- Celebrating volunteer assistance
- Areas for volunteer assistance at school
- School Council Committees and volunteers

Role of Volunteer:

- School policy, protocol, procedures
- Sign in/out, use of volunteers tags/button
- Classroom/school assignments
- Responsibility – liability – accountability
- Confidentiality – Freedom of Information
- Duties and parameters: readiness
- Scheduling/timelines/alternate arrangements
- Communication w/parents

This will authorize \_\_\_\_\_  
*(Name of teacher or other volunteer driver)*

1. To transport students participating in the events listed on the attached \_\_\_\_\_  
OR
2. To transport students participating in the following school activity:  
\_\_\_\_\_

3. Vehicle Information: MAKE: \_\_\_\_\_ YEAR: \_\_\_\_\_ LICEN \_\_\_\_\_

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
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Volunteers who work closely with students have a unique opportunity to help these students to build feelings of competence, confidence and self-worth. That student may show increasing trust in the volunteer. But with this opportunity also comes responsibility.

If a student has reached the point of feeling very trusting with a volunteer it could happen, should the student be a victim of abuse, that the student makes a disclosure to the volunteer. As well, a volunteer, after working with a student for a period of time, may come to suspect, either from behavioural or physical signs such as injuries, that the student might be an abuse victim. It is therefore important that volunteers are aware of their responsibilities and the correct procedure to follow.

No one feels comfortable about reporting suspected abuse, but the fact is that it is a legal obligation of every →



## York Catholic District School Board

The York Catholic District School Board is committed to promoting a healthy, safe and respectful workplace for all employees, students, volunteers, visitors and contractors. To fulfill this commitment, the Board shall comply with and enforce legislative requirements including the *Ontario Occupational Health and Safety Act*, *Environmental Protection Act*, and other federal and provincial statutes, local by-laws, plus all policies, rules or procedures issued by the Board.

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In consideration of the above policy it is essential that all employees and volunteers must:

1. Work in compliance with the provisions of the *Occupational Health and Safety Act and Regulations*, *Environmental Protection Act and Regulations*, and the Board's environment, health and safety policies and procedures;
2. Use or wear protective equipment, devices, and clothing that the supervisor requires to be worn;
3. Report to their supervisor the absence of, or a defect in any equipment, protective device of which they are aware, that may endanger themselves or another person;
4. Not remove or make ineffective any protective device required by the regulations or by the supervisor;
5. Report to their supervisor any contravention of the *Occupational Health and Safety Act*, *Environmental Protection Act* and Regulations or the existence of any hazard of which they are aware;
6. Not use or



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