

ALGONQUIN AND LAKESHORE CATHOLIC DISTRICT SCHOOL BOARD

POLICY STATEMENT

Volunteers in the Schools

The Algonquin and Lakeshore Catholic District School Board believes that parents are the primary educators of their children and therefore have the right and responsibility to participate in their children's education.

To improve student learning and to enhance the quality of Catholic education, the Board welcomes and encourages the participation of volunteers in schools.

The Algonquin and Lakeshore Catholic District School Board believes that student, parent and community member volunteers, under the direction of its teaching staff, provide additional one-to-one and small group instruction and assistance to allow for more effective programming to meet the special academic and social needs of students. It recognizes volunteers as extended staff members.

Approved: June 27, 2000
Revised: December 16, 2003

ALGONQUIN AND LAKESHORE CATHOLIC DISTRICT SCHOOL BOARD

POLICY MANAGEMENT PRACTICES

Volunteers in the Schools

1.0 Duties of Principals

- 1.1 Principals, in consultation with staff, shall identify the number of volunteers and the types of assistance required from volunteers to meet student and school needs.
- 1.2 Principals are responsible for recruiting and selecting appropriate individuals to fulfill the needs identified in Section 1.1 (refer to Volunteers in School Programs: A Resource Handbook, Update 2003.)
- 1.3 Principals shall complete appropriate reference checks on volunteers, as needed, to ensure that they possess the skills and abilities to provide meaningful services to students and the school.
- 1.4 To ensure Board insurance coverage for volunteers, principals shall keep a current register of volunteers, including a brief description of their duties at the school.
- 1.5 Principals shall provide each volunteer with information such as a staff list, a school map, the school's Emergency Response Plan and the general and specific expectations the school has for its volunteer partners. The location of all material safety data sheets, fire extinguishers, first aid kits, fire exits and safety equipment shall also be confirmed for each volunteer.
- 1.6 The principal shall review with each volunteer, the requirements for confidentiality under the Freedom of Information and Protection of Privacy Act, 1989 and the Board's commitment to student safety as outlined in its Safe School protocol and arrange for the signing of the related confidentiality agreement.
- 1.7 The Principal shall introduce the volunteer to staff in the school office.

2.0 Duties of Volunteers

- 2.1 It is expected that each volunteer will be discreet and will respect the confidences of the principal and the staff in all matters relating to students and the operation of the school.
- 2.2 Each volunteer is expected to work under the guidance, direction and supervision of the principal or a designated teacher.

- 2.3 Each volunteer is expected to attend pertinent orientation or training programs designed for volunteers and provided from time to time, by the school or the Board.
- 2.4 Each volunteer may be expected to provide a Criminal Background Check to the Human Resources Department prior to commencement of his or her first volunteer duties as determined by the Board of Trustees.

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CONFIDENTIALITY AGREEMENT

In accepting the duties and responsibilities of a volunteer with Algonquin and Lakeshore Catholic District School Board, I agree to abide by the following terms of confidentiality.

In the course of the duties as a volunteer, I may become aware of personal and confidential information. Algonquin and Lakeshore Catholic District School Board depends on the maturity and loyalty of its volunteers to keep private any such information.

All information that I may come to know regarding the Board, School, staff, students, and their families shall be kept completely confidential.

It is understood that any breach of this code of confidentiality will result in action by the Board, up to and including withdrawal of current and future volunteer opportunities.

I understand and agree to the above terms.

Name (Please Print)

Signature

Date

Policy and Administrative Regulations
#2000-06-2
Volunteers in the Schools

To assist you in the implementation
of this Policy,
a handbook entitled
Volunteers in School Programs – A Resource Handbook
is available and may be obtained
by contacting the
Office of the Director of Education
