



Northeastern Catholic District School Board

VOLUNTEERS IN SCHOOLS

Policy Number: E-31

**Authority: 03-37 / 13-74/17-89/20-25/
23-05**

POLICY STATEMENT

The Northeastern Catholic District School Board (NCDSB) believes that volunteers in our schools enhance positive partnerships to improve student achievement and community. Volunteers can play an integral role in helping staff achieve important outcomes at school, while enriching the programs, services, and educational opportunities for our students.

REFERENCES

Education Act

NCDSB Policy

P-5 Criminal Background Checks and Offence Declarations

NCDSB Administrative Procedure/Forms

APP004 Criminal Background Checks and Offence Declarations

APE044 Vulnerable Sector Search Letter for Schools

DEFINITIONS

Criminal Background Check

A document concerning an individual which is prepared by a police force or service from national data on the Canadian Police Information Centre (CPIC) database within six months before the day the Board collects the document and contains information concerning the individual's personal criminal history.

Offence Declaration

A written declaration signed by an individual listing all the individual's convictions, warrants and charges that are not included in the criminal background check or the last Offence Declaration collected at the time of hire and for which a pardon has not been issued or granted.

Volunteer

An individual who agrees to undertake, without pay, a designated task which supports a classroom, a school, or a system-wide program.

POLICY REGULATIONS

- 1.0 The recruitment, selection, and screening of volunteers shall be at the discretion of the Principal.

- 2.0 The Principal shall ensure that all volunteers support the Catholic teachings and values of our faith.
- 3.0 All volunteers must provide a Criminal Background Check, including a Vulnerable Sector Screen conducted by the local police force, the Ontario Provincial Police Force or a Ministry approved Third Party provider. All volunteers will provide the Vulnerable Sector Screen to the Principal prior to volunteering.
- 4.0 The cost of the Vulnerable Sector Screen is at the expense of the volunteer; however, the Principal has the discretion to assume the cost when deemed appropriate.
- 5.0 Once a Vulnerable Sector Screen has been provided, the volunteer will complete an Annual Offence Declaration in every subsequent school year.
- 6.0 There shall be no financial remuneration paid or contractual commitment made with any volunteer.
- 7.0 Volunteers are not covered under the *Workplace Safety Insurance Act*.
- 8.0 Volunteers shall not be included in the calculation of the staff complement.
- 9.0 No employee covered by a collective agreement and in the employ of the Board, shall lose employment as a result of the use of volunteers in the schools.
- 10.0 Volunteers must work at all times under the direction and supervision of a staff member, who has agreed to serve in this capacity.
- 11.0 Volunteers assume no responsibility for any evaluation involving school programs, students, or personnel and are not directly accountable for any student discipline.