



Kawartha Pine Ridge District School Board

Policy Statement

Policy Name: Volunteers

Policy Code: B-7.2

Section: Board and Community

Established: April 27, 2000

Revised or

Reviewed: May 27, 2004, October 23, 2008, June 26, 2013, April 25, 2019,
DRAFT March 3, 2025

1. Policy Statement

~~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.~~

The Kawartha Pine Ridge District School Board (KPRDSB) welcomes and celebrates the contributions of community volunteers in schools. Volunteers provide valuable services which support student achievement, well-being and success for all. Volunteers support collaboration with families, partners and communities and enrich school communities through their diverse skills, talents and experiences.

2. Objective

~~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. The board is committed to providing a safe, inclusive, and engaging learning environment for students, while supporting volunteers as they provide appropriate and effective assistance in support of student success.~~

3. Definitions

Board

The corporate Board which maintains the daily operation of the system; Kawartha Pine Ridge District School Board; a reference specifically pertaining to Kawartha Pine Ridge District School Board as a legal entity; also referred to as KPR or KPRDSB.

Designate

A person authorized to carry out certain and specific tasks on behalf of Chairpersons, Vice-chairpersons, Director, or another employee, as appropriate.

Offence Declaration

A written statement signed by an individual either declaring no convictions or listing all the individual's convictions for criminal offences.

Volunteer

A person who serves without financial remuneration, fulfilling specific needs as determined by principals and/or the staff directly involved and is not considered an employee, nor used to perform the duties of any KPRDSB employees.

Criminal Record and Vulnerable Sector Check (VSC)

A collection of offence information, including convictions, non-convictions, and other relevant police contact information available from a local police agency's records management system and other systems/records where authorized. This check will include sexual offence convictions for which the individual has received a pardon where authorized by the Minister of Public Safety and Emergency Preparedness. This is distinct from standard background checks and is necessary for individuals seeking roles involving authority or trust concerning vulnerable individuals.

4. Application

This policy and its related administrative regulations address the engagement of volunteers and outlines the responsibilities of administrators, staff and volunteers while upholding the safety of students.

All staff and volunteers are expected to operate within Board policies and administrative regulations and comply with all relevant legislation, including the Education Act and the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

5. Responsibility**5.1**

The family of schools' superintendent, or designate, is responsible for providing advice and guidance to principals, or designates, in carrying out their responsibilities under this policy.

5.2

Human Resource Services, School Operations 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 Criminal Record and Vulnerable Sector Checks (VSC) and related documents, including records retention.

5.3

The Communications and Corporate Affairs area is responsible for the guidelines and directives within this policy.

6. Policy

6.1 ~~Volunteers – Key Principles for Effective and Appropriate Involvement~~

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

~~6.1.1 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;~~

~~6.1.1 shall not be considered to be employees of the Board; and-~~

~~6.1.2 shall function to assist the principal and/or the staff with duties/involvement in activities which are not the exclusive duties of paid staff.~~

6.1 Volunteers – Recruitment, Selection, Screening and Assignment Process

6.1.1

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,~~

6.1.2

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 Criminal 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.~~

~~6.2.2 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 only attending evening meetings or persons assisting at one-day fun fairs may not require a Police Record Check.~~

6.1.3

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~~ additional screening, orientation, and through the maintenance of central recordkeeping.

6.3 Volunteers – Conditions of Service

~~The Board believes that:~~

~~6.3.1 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);~~

~~6.3.2 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;~~

~~6.3.3 the principal/site manager, or designate, shall determine and ensure that volunteers receive suitable recognition for service given;~~

6.3.1

Volunteers shall maintain confidentiality and adhere to the code of conduct normally expected of employees including meeting the requirements of the MFIPPA, regarding all student and school issues; and

6.3.2

~~A Police Record Check with Criminal Record and Vulnerable Sector Check (VSC) must be requested from a police services agency and Offence Declarations must be provided in accordance with the timelines outlined in the accompanying administrative regulation, prior to a volunteer commencing their duties. 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.~~

7. Related Policies, Administrative Regulations or Procedural Documents

Board Policies:

[B-3.2, Equity, Diversity and Inclusion](#)

Administrative Regulations:

[B-7.2.1 Volunteers](#)

Procedural Documents:

[Appendix G: Annual Release \(to be hyperlinked\)](#)

[Criminal Record Check Review \(to be hyperlinked\)](#)

[School Volunteer Letter \(to be hyperlinked\)](#)

Annual Declaration Form – (to be hyperlinked if approved)

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8. Reference Documents

Legislation:

[Education Act](#)

[Government of Ontario, Police Record Checks](#)

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

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