



Kawartha Pine Ridge District School Board

Administrative Regulation

Regulation Name: Volunteers

Section: Board and Community
Community Relations

Regulation Code: B-7.2.1

Policy Code Reference: B-7.2

Established: April 27, 2000

Revised or

Reviewed: May 27, 2004, October 23, 2008, June 26, 2013, April 25, 2019,
April 2024, DRAFT March 3, 2025

1. Objective

The Board is committed to working in partnership with volunteers. These administrative regulations are written in accordance with the guiding principles in Board Policy No.B-7.2, Volunteers. The administrative regulations are intended to clarify procedures for appropriate selection, screening and deployment of volunteers, in order to provide effective assistance for staff and students in a positive and safe environment. ~~Guidelines for appropriate intake and deployment of volunteers within schools are contained in the Safe, Caring and Restorative Schools Guide, which is available in each school.~~

2. 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 another member, 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 shall not be 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.

3. Application

This administrative regulation addresses the engagement of volunteers and outlines the responsibilities of the 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).

Student teachers on placement in the school system are also governed by the Volunteers policy and the associated administrative regulations.

4. Responsibility

4.1

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.

4.2

Principals and Vice-principals are responsible for complying with the requirements of this policy to ensure appropriate use of volunteers and maintain school safety.

4.3

Host schools/departments are encouraged to ~~are~~ responsible for maintaining a list of the volunteers for the site, through the Volunteer Management System, identifying status/date with respect to ~~Police-Criminal Record and Vulnerable Sector Checks and Offence Declarations.~~

4.4

Human Resource Services, School Operations and/or the Corporate Affairs Department will provide information and resources for school and department use in the recruitment, application, records retention, orientation, training, assessment, recognition, and ~~Police-Criminal Record and Vulnerable Sector Checks~~ of volunteers, and liaise with community agencies, police service agencies and organizations concerning volunteers. When necessary, in order to assist principals, central staff will promote and facilitate volunteer selection, including initial screening and orientation.

4.5

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

5. Procedure

5.1 Volunteers – Key Principles for Effective and Appropriate Involvement

5.1.1

The function of Board volunteers is to assist the principal and/or staff with duties/involvement in activities which are not the exclusive duties of paid staff.

5.1.2

Use of volunteers shall not displace or reduce existing hours of work of paid staff.

5.1.3

Within schools, volunteers shall be responsible to the principal, or the principal's designate. In all other cases, volunteers shall be responsible to the supervisor of the department in which the volunteer assists.

5.1.4

Volunteers shall work under the supervision of the principal or designated staff at all times. (*The principal/designated staff may supervise indirectly and are therefore not necessarily in attendance during the activity.)

5.1.5

Volunteers shall assume no responsibility for the evaluation of students.

5.1.6

Volunteers shall not be included in the calculation of either student/teacher or student/support staff ratios.

5.2

Volunteers – Recruitment, Selection, Screening and Assignment Process

5.2.1

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 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 Criminal Record Check.

5.2.2

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 Criminal 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 Criminal Record Check.

5.2.3

The principal/site manager, or designate, shall encourage and promote the recruitment of and welcome the offer of services from responsible persons who will, without remuneration, provide effective service within, and/or on behalf of, the board.

5.2.4

The principal/site manager, or designate, shall ensure that before placement, volunteers will undergo screening appropriate to the duties and level of student contact in the potential assignment. ~~Central staff will assist the principal in this regard.~~ The principal/site manager can seek assistance from board staff.

5.2.5

Screening for all volunteers may include:

5.2.5.1

Personal interviews.

5.2.5.2

Completion of a written application/registration form by applicants.

5.2.5.3

Provision of suitable references, with permission to contact them.

5.2.6

Volunteers must complete a ~~Police~~ Criminal Record and Vulnerable Sector Check prior to commencing duty, prepared and supplied by a police services agency. It cannot be more than one year old when first submitted and must include:

5.2.6.1

A list of any criminal convictions, discharges, local indices, etc.

5.2.6.2

A list of any charges pending before the courts.

5.2.6.3

A Vulnerable Sector Search and a search of the Pardoned Sexual Offender Database.

5.2.7

Principals, superintendents, or designates thereof, may at anytime ask volunteers for an updated Police-Criminal Record and Vulnerable Sector Check if the principal/site manager has reason to believe that there is a need for an updated version.

5.2.8

~~Returning volunteers must complete the Police Record Check annually. Once a Criminal Record Check with Vulnerable Sector search has been accepted and deemed satisfactory by the principal/site manager, volunteers returning to the same school each year will have the option to complete an Offence Declaration only. Those volunteers who wish to change locations, or who wish to return following an absence of 12 months to a location shall be required to provide a new Criminal Record and Vulnerable Sector Check.~~

5.2.8.1

Notwithstanding the above, all volunteers must provide the board with at least one Criminal Record Check including Vulnerable Sector Check every five years.

5.2.9

The fee to undergo a Criminal Police Record and Vulnerable Sector Check is payable by the volunteer.

5.2.10

The volunteer will present the completed Police Record Vulnerable Sector Check to the principal/site manager.

5.2.10.1

To ensure confidentiality, if no criminal record, charges, notations or indices are identified, the principal/site manager will maintain the Criminal Police Record and Vulnerable Sector Check and any related information at their site as the Board's single file copy (with the exception of any document including fingerprints, which will be returned or shredded in keeping with the prospective volunteer's wishes).

5.2.10.2

If the volunteer wishes to retain the original Police Criminal Record and Vulnerable Sector Check, schools may maintain a copy on file, provided that the original has been verified. The volunteer will still require principal approval to be placed within the school. ~~Host schools/departments are encouraged to maintain a list of the volunteers for the site, through the Volunteer Management System, identifying status/date of issue with respect to Police Record Checks.~~

5.2.10.2.1

If a criminal record, charges, notations or indices are noted, the principal/vice-principal and area superintendent, in consultation with the Senior Manager, Human Resource Services, or designate, will review the record, adjudicate, and recommend appropriate action.

5.2.10.2.2

The outcome of any ~~Police~~ Criminal Record and Vulnerable Sector Check review will be communicated to the principal/vice-principal and any related information will be stored in Human Resource Services.

5.2.11

In the case of employees, volunteer involvement is encouraged up to and including an equivalent of one-half day per month during normal working hours.

5.3 Volunteers – Conditions of Service

5.3.1

Volunteers shall consider and adhere to the Kawartha Pine Ridge District School Board policies and administrative regulations, ~~the Safe, Caring and Restorative Schools Guide,~~ and each school's Code of Conduct.

5.3.2

When carrying out duties assigned by board staff and following directions, volunteers shall be covered under the Board's liability insurance.

5.3.3

The principal/site manager, or designate, shall ensure that volunteers receive appropriate orientation and on-site training for the particular duties which have been assigned.

5.3.4

Volunteers shall be supported and monitored by the principal and/or designated staff throughout assignments.

5.3.5

The principal/site manager, or designate, shall ensure that volunteers receive appropriate recognition for their assistance.

5.3.6

References, based on service given, may be requested from the principal and/or supervising staff member.

5.3.7

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.

~~5.4 Student Teaching Placements~~

~~Student teachers on placement in the school system are also governed by the Volunteers policy and these administrative regulations.~~

- ~~6 — Corporate/Central Support~~
- ~~6.1 — Human Resource Services and/or the Corporate Affairs Department will provide information and resources for school and department use in the recruitment, application, records retention, orientation, training, assessment, recognition and Police Record Checks of volunteers, and liaise with community agencies, police service agencies and organizations concerning volunteers. When necessary, in order to assist principals, central staff will promote and facilitate volunteer selection, including initial screening and orientation.~~
- ~~6.2 — Host schools/departments are encouraged to maintain a list of the volunteers for the site, through the Volunteer Management System, identifying status/date with respect to Police Record Checks.~~

5.4 Volunteers – Recognition

5.4.1

Recognition of volunteers will vary from school to school as determined by the principal and staff, and based on the level of volunteer engagement. Suggestions for acknowledgment by the school staff are:

5.4.1.1

Provide encouragement, feedback, and thanks on a regular basis.

5.4.1.2

Acknowledge volunteer contributions through the school newsletter or assemblies.

5.4.1.3

Invite volunteers to an annual school recognition assembly, event, luncheon, etc.

5.4.1.4

Other Board coordinated opportunities, such as Accolade nominations.

6. Related Policies, Administrative Regulations or Procedural Documents

Board Policies:

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

B-7.2, Volunteers (to be hyperlinked)

Procedural Documents:

[Appendix G Annual Release and Indemnification Agreement for Volunteer Supervisors](#)

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

School Volunteer Letter (to be hyperlinked)
Annual Declaration Form – (to be hyperlinked if approved)

7. Reference Documents

Legislation:

[Education Act](#)

Government of Ontario, Police Record Checks:

www.ontario.ca/page/police-record-checks

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

8. Appendices

[Appendix G Annual Release and Indemnification Agreement for Volunteer Supervisors](#)

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