

# ALGONQUIN AND LAKESHORE CATHOLIC DISTRICT SCHOOL BOARD

## **POLICY STATEMENT**

### **Volunteers in the Schools**

#### **Rationale**

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 enhance the educational experience of students in our Catholic schools, 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, can provide additional instruction and assistance to expand the special academic and social needs of students. It recognizes volunteers as extended staff members.

#### **Guiding Principles**

- Volunteers can assist in gaining community support for Catholic Education and the Mission Statement of the Board.
- Volunteers can serve as a valuable educational resource to schools.
- Volunteers can enhance the learning opportunities available to pupils.
- Volunteers who have direct and regular contact with students must provide a Police Vulnerable Sector Check.
- Volunteers shall adhere to the principle of confidentiality.

#### **References**

*Criminal Background Checks and Offence Declarations Policy A-2015-04-4* Algonquin and Lakeshore Catholic District School Board

*Education Act and Regulation 521/01, as amended by Regulation 323/03*

*Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56*

*Volunteers in Schools Policy #: PO413 (2014)* Durham Catholic District School Board

Approved: June 27, 2000

Revised: December 16, 2003

Revised: April 2016

# ALGONQUIN AND LAKESHORE CATHOLIC DISTRICT SCHOOL BOARD

## **ADMINISTRATIVE PROCEDURES**

### **VOLUNTEERS IN THE SCHOOLS**

#### **Purpose**

To encourage the meaningful use of volunteers within schools.

#### **References**

*Criminal Background Checks and Offence Declarations Policy A-2015-04-4* Algonquin and Lakeshore Catholic District School Board

*Education Act and Regulation 521/01, as amended by Regulation 323/03*

[Freedom of Information and Protection of Privacy Policy A-2013-05-1](#) Algonquin and Lakeshore Catholic District School Board

*Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56*

*Volunteers in Schools Policy #: PO413 (2014)* Durham Catholic District School Board

#### **Procedures**

##### **1. 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. Principals are responsible for recruiting and selecting appropriate individuals to fulfill the needs identified in Section 1.1

Principals shall ensure that volunteers possess the skills and abilities to provide meaningful services to students and the school.

- 1.2 Principals shall review all appropriate Board and school policies with volunteers, especially those relating to Caring and Safe Catholic Schools.
- 1.3 The Principal shall review with each volunteer, the requirements for confidentiality under the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990*, 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.
- 1.4 The Principal shall introduce the volunteer to staff in the school office.

## 2. 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. Each volunteer must sign a Confidentiality Agreement before commencing his/her duties at a 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 School volunteers having direct contact with students on a regular basis will be required to provide an original Vulnerable Sector Police Records Check current within three years in accordance with Board Policy A-2015-04-4 *Criminal Background Checks and Offence Declarations* Admin Procedures 2.4.4.

Approved: June 27, 2000  
Revised: December 16, 2003  
  
Revised: April 2016



**CONFIDENTIALITY AGREEMENT FOR VOLUNTEERS**

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