

# KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

## POLICY STATEMENT

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**Section:** Board and Community  
• Community Relations

**Policy:** VOLUNTEERS

**Policy Code:** B-7.2

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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. 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.

### **1. Volunteers – Key Principles for Effective and Appropriate Involvement**

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

1.1 shall mean responsible persons who provide a service within the Board, without

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- 2.3 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 screening, orientation, and through the maintenance of central recordkeeping.

### **3. Volunteers – Conditions of Service**

The Board believes that:

- 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);
- 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;
- 3.3 the principal/site manager, or designate, shall determine and ensure that volunteers receive suitable recognition for service given;
- 3.4 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; and
- 3.5 a Police Record Check must be requested from a police services agency 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.

### **4. Corporate/Central Support**

Human Resource Services 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 the Police Record Checks and related documents, including records retention.

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Established: April 27, 2000

Revised/Reviewed:

May 27, 2004

October 23, 2008

June 26, 2013

April 25, 2019