



BRANT HALDIMAND NORFOLK
CATHOLIC DISTRICT SCHOOL BOARD

Policy: Volunteers

	Policy Number:	300.12
Adopted:	June 22, 2004	Former Policy Number: N/A
Revised:	November 22, 2011	Policy Category: Human Resources
Subsequent Review Dates:	TBD	Pages: 1

Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board believes the volunteer support of parents/guardians and community members increases the learning opportunities for our students and assists staff in daily operations. Every precaution is taken to provide and maintain a safe, secure learning and working environment. Volunteers are trained, supported and are subject to the same safety measures that employees are held to.

Policy Statement:

The Brant Haldimand Norfolk Catholic District School Board will ensure that:

- volunteers provide a criminal background check every three years;
- volunteers provide a completed *Criminal Offence Declaration – Volunteer* form each year a criminal background check is not provided;
- volunteers provide a signed *Volunteer Confidentiality Agreement*;
- volunteers are trained and supported by the supervisor.

Glossary of Key Policy Terms:

Volunteer

Is an individual over the age of 18 who agrees to undertake, without pay, a designated task which supports a classroom, a school, or a system-wide program.

Supervisor

Is the principal or individual responsible for the activity at the site where the volunteer is offering his/her time.

References

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)
Education Act, R.S.O. 1990, c.E.2, Section 171(1)(4)
Education Act and Regulation 521/01, as amended by Regulation 323/03
Personal Health Information Protection Act, 2004. S.O. 2004 (PHIPA)



**Administrative Procedure - Volunteers
AP 300.12**

Procedure for:	Principals/Supervisors	Adopted:	June 22, 2004
Submitted by:	Director of Education	Revised:	November 22, 2011
Category:	Human Resources		

Purpose

To provide direction for supervisors/principals/vice-principals when volunteers are required in our system.

Responsibilities

Supervisor/principal/vice-principal will:

- determine the need for volunteers;
- recruit, select and screen volunteers;
- approve and delineate the tasks and the assignment of the volunteers;
- supervise and evaluate the volunteers;
- evaluate the volunteer program;
- recognize the volunteers;
- escalate a Criminal Background Check certificate containing an offence to the Director of Education.

School Superintendents/Senior Administration will:

- provide guidance to supervisors/principals/vice-principals when requested.

Human Resource Coordinator will:

- when requested by a supervisor, provide via email, confirmation of an up-to-date Criminal Background Check or Offence Declaration for an employee (full time/on-leave/occasional);
- if there is police contact information that requires adjudication, escalate the request to the Director of Education for a decision.

Director of Education will:

- adjudicate Criminal Background Checks containing an offence or police contact information.

Information

Due to recent changes in the Criminal Background Check process, it is essential that all schools/sites in our system use standardized forms and adhere to the procedures when seeking Criminal Background Checks for volunteers. All volunteers in our Board will provide a Criminal Background Check before service begins.



Procedures

1.0 Principals

1.1 Determining the Need for Volunteers

It is up to the supervisor/principal/vice-principal to determine if there is a need for volunteers and to assess the volunteer program. If the supervisor is not the principal the supervisor will submit an outline of the volunteer program to the school principal for approval.

1.2 Planning for Volunteers for the Upcoming School Year

The school principal has the option of sending home a letter to parents/guardians in June outlining the Criminal Background Check process. This letter provides the parents/guardians the ability to request the required forms from the school and begin the Criminal Background Check process for the upcoming school year. Criminal Background Checks can take 14-120 days to process. It is recommended that principals provide potential volunteers as much time as possible to complete the process.

1.3 Processing Forms

Provide the appropriate forms to the potential volunteer. To ensure privacy, ALL forms must be returned in a sealed envelope directly to the principal. In jurisdictions where volunteers are charged for CBC processing or fingerprinting, the Board will not pay such costs.

If the Criminal Background Check certificate is free from occurrence or (if appropriate) the Offence Declaration indicates no offences have occurred and all other required forms have been received, provide the volunteer name and the date of the certificate to the school secretary for tracking.

If a volunteer changes location or volunteers in more than one location, the CBC information follows them or can be shared. Ensure that each location has a copy of all forms to ensure consistent tracking.

1.4 Receiving a Criminal Background Check Containing an Offence

If the Criminal Background Check certificate contains an offence or the Offence Declaration indicates an offence has occurred, escalate the information to the Director of Education for adjudication. In such cases, no volunteer activities are to take place until direction is received from the Director of Education.

1.5 Processing Forms of a Volunteer Who is an Employee of the Brant Haldimand Norfolk Catholic District School Board

If someone wishes to act in a volunteer capacity and identifies themselves as a BHNCDSD employee, the principal is required to email a Human Resources Coordinator and request confirmation that the Board holds an up-to-date Criminal Background Check or Offence Declaration. The confirmation email must be kept on file in place of the paper copy of the Criminal Background Check or Offence Declaration. If the Human Resource Coordinator has information that requires risk assessment, the request is escalated to the Director of Education for adjudication.

The email confirmation must be requested and provided each year the employee acts as a volunteer.

All other volunteer sections of the Volunteer Administration Procedures apply.



1.6 Storage of Forms

All Criminal Background Check certificates, Offence Declarations and Volunteer Confidentiality Agreements must be received in sealed envelope by the principal and kept in a secure location in the principal's office. This information is private and must be handled accordingly. This record must be appropriately disposed of in accordance to Privacy and Information Management best practices and in accordance with the Brant Haldimand Norfolk Catholic District School Board's retention schedule.

1.7 Managing the Volunteer Tracking List (Maintaining Ongoing Records)

All volunteers should appear on a tracking list maintained by the school secretary. Each year this list must be reviewed and the appropriate forms filled out and submitted.

Volunteers must provide a Criminal Background Check every three years. Volunteers may sign an Offence Declaration in the two 'middle years'. Example: 2011-12 School Year – CBC, 2012-13 School Year – Declaration, 2013-14 School Year – Declaration, 2014-15 School Year – CBC.)

The Volunteer Tracking List must verify that each year a CBC or (if appropriate) Offence Declaration has been submitted AND a Volunteer Confidentiality Agreement has been signed.

1.8 Volunteers on Educational Field Trips and/or Excursions

An up-to-date Criminal Background Check and a completed Volunteer Confidentiality Agreement must be provided by every volunteer on an educational field trip and/or excursion in advance of the event date.

The ONLY exception to this requirement is for volunteers under constant and continued supervision by Brant Haldimand Norfolk Catholic District School Board staff (meaning all volunteers, students and staff remain together in one large group for the entire event.)

1.9 Providing Information to Volunteers

Once the volunteer has provided the supervisor with an acceptable Criminal Background Check (or a completed Criminal Offence Declaration – Volunteer) and a completed Volunteer Confidentiality Agreement, the supervisor will provide an orientation of the work site (if applicable). The orientation program will consist of training with respect to duties as well as rules to be observed.

Volunteers are insured under the Board's Public Liability Insurance Policy when performing assigned duties in good faith and in a reasonable and responsible manner. Volunteers should be aware that the Board's insurance does not include a loss of income provision should the volunteer sustain an injury that prevents him/her from resuming normal employment.

1.10 Terminating Volunteer Service

Volunteers, who do not adhere to Board policies and procedures or undertake an unauthorized role, may have their assignment terminated at the discretion of the principal.



2.0 Volunteers

2.1 Role of the Volunteer

A volunteer is expected to:

- Perform assigned duties as directed by Board staff.
- Neither be responsible for the discipline or the evaluation of students.
- Not violate any collective agreement requirements.
- Maintain confidence with any personal information which is shared with them in the performance of their duties, in compliance with MFIPPA and Privacy and Information Management legislation.
- Follow dress and behavior codes and wear an identification badge when volunteering.
- Notify their supervisor of any absence as far in advance as possible.
- Follow Board health and safety rules.
- Support the beliefs of our Catholic faith.

2.2 Required Forms

Volunteers must obtain the necessary forms from the school and process them at the police department closest to their place of residence.

Volunteers are required to provide a Criminal Background Check every three years or if there is a break in the volunteer's service of more than one year. In the years that a Criminal Background Check is not required the volunteer is required to complete a Criminal Offence Declaration - Volunteers in advance of contact with student(s). Volunteers are required to complete a Volunteer Confidentiality Agreement every year.

2.2 Submitting the Required Forms

All documentation must be submitted **to the school principal in a sealed envelope.**

References

Brant Haldimand Norfolk Catholic District School Board's Retention Schedule
Educational Field Trips Policy 500.01
Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)
Safe Schools Act, Reg. 521/02
Personal Health Information Protection Act, 2004. S.O. 2004 (PHIPA)