



APO001

The Use of Volunteers in a School Setting

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MEMO TO: All Staff

FROM: Director of Education

PURPOSE

Volunteers are a welcomed resource in our school and assist in a wide range of activities and services. The purpose of this administrative procedure is to provide guidelines to help principals deploy volunteers in effective ways while ensuring the safety of our students.

REFERENCES

Safe Schools Act
Accessibility for Ontarians with Disabilities Act
AP Memo APC 008 "Visitors to Schools and Confidentiality"
AP Memo APC 010 "Access to Pupils"
AP Memo APS 040 "Police Records Checks – Service Providers"
AP Memo APO 004 "Educational Excursions"
Education Act s.171 (1) (4) "*Volunteer assistants remuneration*"

FORMS

n/a

APPENDICES

Appendix A - Teacher Volunteer Survey
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Appendices A - K are provided as samples for Principals to use at their discretion



COMMENTS AND GUIDELINES

The Waterloo Catholic District School Board has the responsibility under the Education Act, to provide a safe and secure working environment for students and employees. The Board is in a position of trust with regard to students and must strive to protect their intellectual, physical, mental, and emotional well-being.

The Waterloo Catholic District School Board will not permit volunteers who will have direct and regular contact with students who have police records and/or patterns of behaviour which place students or staff at risk.

1.0 PROCEDURE

- 1.1 The principal is authorized by the Board “to assign to a person who volunteers to serve without remuneration such duties in respect of the school as are approved by the Board, and to terminate such assignment”. (Education Act, R.S.O. 1990, c.E.2, Section 171(1)(4))
- 1.2 The principal is responsible, subject to existing guidelines for:
 - a) determining the volunteering needs for the school, in consultation with staff and the school council,
 - b) the recruitment, selection and screening of volunteers,
 - c) approving the task and the assignment of the volunteer,
 - d) the training and orientation of the volunteers,
 - e) the supervision and evaluation of the volunteers,
 - f) the evaluation of the volunteer program, and
 - g) the recognition of the volunteers.

2.0 GUIDELINES FOR SCHOOL ADMINISTRATORS

2.1 Determining Volunteering Needs

- 2.1.1 Principals should consult with the school staff and the Catholic school council to determine needs, preferences and tasks/assignments which could be supported with a volunteer and develop an inventory list. (*See Appendix A – Sample Teacher Volunteer Survey*)
- 2.1.2 Principals should address any staff concerns about the volunteer program. Staff may have concerns regarding respect of confidentiality, health and safety, liability, and supervision related issues. Please refer to Appendices for additional information.

2.2 Recruitment, Selection and Screening

- 2.2.1 The recruitment, selection, and screening process are aimed at filling the needs of the school while also filling the individual needs of the volunteer.
- 2.2.2 The Board and its employees have a high “duty of care” under the *Education Act*. This duty of care cannot be delegated to volunteers.
- 2.2.3 *Recruitment*



- a) Principal should extend an invitation to parents/guardians to volunteer in their schools. (See *Appendix B1 – Sample Volunteer Invitation or Letter*)
- b) Principals may wish to have all interested individuals complete a volunteer recruitment survey. (See *Appendix B2 – Sample Volunteer Recruitment Survey*)

2.2.4 Selection

- a) In selecting a volunteer, Principals will consider at least some of the following:
 - i) skills, knowledge
 - ii) past and background experiences, i.e. work, community, personal
 - iii) interview results, and
 - iv) references
- b) The principal should, in consultation with staff inviting volunteers, determine the best “fit” for the volunteers’ placements. Generally, a parent/guardian volunteer is not placed as a volunteer in a classroom with his/her own children.
- c) A volunteer must be at least 18 years of age and must adhere to confidentiality rules at all times.

2.2.5 Screening

- a) The depth and degree of screening by the principal will be dependent upon the volunteering activity, the extent of interaction with and responsibility for students, and the degree of direct supervision of the volunteer.
- b) New volunteer applicants must be interviewed by the principal. This can be an informal process for candidates who are well known to the school. A more formal interview will be particularly helpful for candidates new to volunteering at a school.
- c) When parents/guardians or grandparents who wish to volunteer in their home school are well known within the school community the principal, in consultation with all employees, should be able to screen and approve the volunteer candidate. The knowledge that teachers and other staff members have about prospective volunteers should be considered.
- d) For volunteers from the community who are not parents/guardians or grandparents of students attending the school, a higher level of screening is required. These volunteer candidates should provide three references which will be checked by the principal.
- e) All volunteer candidates where “*direct and regular*” contact occurs with students are to provide a Criminal Reference Check within the previous six months. Principals are to collect on an annual basis an Offence Declaration from all volunteers, including those who are required to submit an initial Criminal Reference Check in full. All volunteers are required to complete an Offence Declaration on an annual basis.
- f) A volunteer contract may be signed by the volunteer at the principal’s discretion. (See *Appendix E - Sample School/Volunteer Agreement*)
- g) The principal and/or staff retain the authority to accept or decline any volunteer’s offer of service.



2.3 Approving the Task/Assignment

- 2.3.1 The principal must clearly define and describe the tasks and expectations for the volunteer.
- 2.3.2 Every volunteer must demonstrate a clear understanding of their activities, duties, responsibilities, rights and the parameters of their involvement.
- 2.3.3 Volunteers should demonstrate a clear understanding of the procedures to be followed if they encounter any difficulties with students. Volunteers must be made aware of health and safety issues, legal liability, reporting abuse procedures, and emergency procedures, e.g. fire drill.

2.4 Training and Orientation

- 2.4.1 All volunteers need to be properly welcomed and provided with essential basic information. A tour of the school, introduction to staff and orientation workshop is essential, especially for new volunteers. (See *Appendix F School Volunteer Orientation Workshop – sample agenda*). Under the Accessibility for Ontarians with Disabilities Act, all school volunteers must complete an online training module before commencing their volunteer duties. A link to the training module is available on the home page of all WCDSB school websites. Schools must maintain a record of all trained volunteers.
- 2.4.2 Principals will provide an information orientation package for volunteers which should include:
 - a) expectations and role description of the task assignment
 - b) a copy of relevant and related school rules and routines, i.e. student code of behavior, emergency procedures, etc.
 - c) a review of procedures related to discipline issues
 - d) a review of procedures and protocol for use of school equipment, i.e. photocopier, gym storage
 - e) a statement concerning legal liability (See Appendix G1)
 - f) a statement concerning confidentiality issues (See Appendix H)
 - g) a statement on disclosure of abuse by a student (See Appendix I)
 - h) a review of procedures related to health and safety issues (See Appendix J)

2.5 Supervision and Review

- 2.5.1 The principal is ultimately responsible for the actions and activities of any volunteer within the school or working with students in co-curricular/extra-curricular activities, and the supervision of the volunteers.
- 2.5.2 It is essential that the work of volunteers is carefully monitored and supervised as a protection for our students and in the best interest of our volunteers.
- 2.5.3 It is essential to monitor the activities of individual volunteers and to regularly provide them with feedback. As well, adjustment to activities, training and further follow-up may be necessary.
- 2.5.4 The performance of volunteers should be reviewed as determined by the Principal. The length and detail of the review must be flexible and at the discretion of the principal. It may be beneficial to have the volunteer do a self-evaluation as well as to provide feedback about the volunteering experience and the volunteer program itself.



2.6 Review of the Volunteer Program

- 2.6.1 Periodic monitoring and review of the overall volunteer program is necessary to measure its impact and provide input to make adjustments necessary to its ongoing success. (See *Appendix K – Sample Program Evaluation Survey*).
- 2.6.2 An annual audit/evaluation of the volunteer program will be undertaken by the Principal. Input from participating volunteers, staff, and school council will be most helpful to review parameters, scope and needs for the school.

Recognition of the Volunteers

- 2.6.3 The efforts and assistance of the volunteers should be recognized. Volunteers are giving of their time, energy, skills and resources.
- 2.6.4 The type of recognition may vary from school to school. Some suggestions for acknowledgment by the school staff are:
- encouragement, praise and thanks on a regular basis
 - acknowledging contributions through the school newsletter
 - annual school recognition assembly, event, luncheon, etc.
 - invitation to special school events
- 2.6.5 Presenters who do not charge for their services are treated as volunteers and should be recognized using the strategies above. Presenters who charge for their services should be paid according to the terms defined on their invoices or contract.
- 2.6.6 Appropriate token gifts of appreciation (*Tim Horton's gift card or flowers*), valued up to \$30, may be offered in exchange for gratuitous offerings of service or expertise. These gifts can only be offered to people who are not engaged in work for the Board. Justification may be requested to support a token gift of appreciation.
- 2.6.7 Honoraria (*i.e. cash gifts*) or alcohol (*including gift certificates for the LCBO and the Beer Store*) may not be given as gifts or tokens of appreciation.
- 2.6.8 As students are frequently called upon by staff to attend or participate in activities beyond the normal course of the school day, these students are not entitled to receive compensation (*i.e. honoraria*) for their time. Students should be credited with community service hours.

School councils should not set aside funds to recognize volunteers or acts in recognition of bereavements according to the Education Act s. 171 (1) (4)



S A M P L E

APO001 APPENDIX A

TEACHER VOLUNTEER SURVEY

How Could a Volunteer Help You?

Name: _____ **Room:** _____ **Date:** _____

Please complete this survey. You may wish to describe activities not listed here. This information will be used to match potential volunteers to your specific needs.

_____ I do not wish to use volunteers in any capacity

I need someone who would be willing to:

- _____ perform fundraising activities
- _____ create classroom materials
- _____ assist on classroom excursions
- _____ create bulletin board displays
- _____ other _____

Please circle the time commitment that would be required.

every day once a week once a month other

Information on this form will be used for administrative purposes only as determined in the Procedures.



SAMPLE

**VOLUNTEER INVITATION LETTER
(School Letterhead)**

Date:

Dear Parents and Friends:

Re: Volunteer Program

_____ Catholic School is looking for interested volunteers who would like to share their time and talents with the staff and students of our school. Volunteers strengthen and enrich educational programs and foster greater cooperation among all the partners in our Catholic school community.

Our school welcomes volunteer involvement in a variety of areas and capacities. Volunteers may provide short term or long term commitment to such things as: supervising on school excursions, serving as a guest speaker, or helping to run special events such as book fairs and author visits.

Volunteers derive a great sense of fulfillment and satisfaction from their work and our school life is certainly very much enhanced by their generous efforts.

If you are interested in learning more about volunteering in our school, we would be delighted to hear from you. Please request a volunteer recruitment survey from the school office, complete and return at your earliest convenience.

You will be notified of the date of the volunteer orientation workshop.

Sincerely,

Principal's Signature



SAMPLE

VOLUNTEER RECRUITMENT SURVEY

Interested in Being a Volunteer?

As a school volunteer, you help through the giving of your time, service, and skills.
Please complete the following:

I have an interest in the following area(s):

- Assisting with day excursions
- School Projects (concerts, etc.)
- Book Fairs
- Classroom Projects
- School Council
- Hot Lunch/Pizza Days
- Homework Club
- Special Activities (play day, etc.)
- Computers (publishing, etc.)
- All Star Reading (if applicable)

I am available on the following days and times (please circle):

Monday	Tuesday	Wednesday	Thursday	Friday
am/pm	am/pm	am/pm	am/pm	am/pm

I am available for the entire school year (September to June):

Yes No _____(period available)

Why do you wish to volunteer at our school?

Please describe any experience and/or expertise that may be of benefit to the school.

Please list the other school activities or committees that you are already involved in:

Additional Comments:

.../2



Volunteer Screening: The role of volunteering with the Waterloo Region Catholic District School Board generally involves contact with students to varying degrees, and as well, places volunteers in a position of trust and confidence with regard to information they may receive.

Please provide the names and phone numbers of three references:

- 1.
- 2.
- 3.

I, authorize the Waterloo Catholic District School Board to obtain personal information from the above noted persons listed as references to assist in determining my suitability to be a volunteer with this school board.

Note to Candidate: The Board's 'duty of care' for our students requires that we take reasonable steps to evaluate the suitability of prospective volunteers. We thank you for providing us with information in our volunteer screening process. Please note that if you are volunteering to coach or supervise overnight field trips or in situations where "direct and regular" contact occurs with students, a Criminal Background Check within the previous six months is also required.

Name: _____ Phone No.: _____

Personal information on this form is collected under the authority of the *Education Act* and will be used for administrative purposes as determined in the Procedure for Volunteer Programs in the Waterloo Catholic District Schools, and will be retained only for the current school year. Questions about this collection of personal information should be directed to the Freedom of Information Coordinator.



January 5, 2004

VOLUNTEER OFFENCE DECLARATION

I, _____ hereby declare that:
Please Print

	I have no convictions for offences under the Criminal Code of Canada up to and including the date of this declaration for which a pardon has not been issued or granted under the Criminal Records Act (Canada).
	I have the following convictions for offences under the Criminal Code of Canada for which a pardon has not been issued or granted under the Criminal Records Act (Canada).

OFFENCE:	DATE:
OFFENCE:	DATE:

DATED this _____ day of _____ 200__

NAME (Print)

SIGNATURE

SCHOOL

Personal information on this form is collected under the authority of the *Education Act* and will be used for administrative purposes as determined in the Procedure for Volunteer Programs in the Waterloo Catholic District Schools, and will be retained only for the current school year. Questions about this collection of personal information should be directed to the Freedom of Information Coordinator.



VOLUNTEER EMERGENCY CONTACTS

School Year _____

Name: _____

Address: _____

Telephone #: _____

Family Doctor* _____ Phone: _____

Doctor's Address: _____

* Should my family doctor not be available, I agree that the principal (or designate), in an emergency, shall call any local doctor and/or ambulance.

In case of emergency, please notify:

Name: _____

Address: _____

Telephone #: _____

If you have any health condition or intolerance to certain medications, please indicate below:

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SAMPLE

SCHOOL/VOLUNTEER AGREEMENT

School _____

Class (or Location) _____

Volunteer directly responsible to _____

1. Duties and Responsibilities:

2. Police Records Check: Required and completed _____ Not required for position _____

3. Time Commitment

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Afternoon					
Other					

4. Start Date _____

5. Absence

Procedure for reporting absence: _____

6. The volunteer agrees to:

- a) Respect the confidentiality of all information that may be received regarding any students or staff while a volunteer.
- b) Abide by W.C.D.S.B. policies and procedures.
- c) Notify the appropriate person at school as soon as possible when circumstances necessitate absence from duties.
- d) Act in accordance with the norms and expectations of the school as outlined during orientation and in the volunteer manual.

7. The school agrees to:

- a) Provide both initial orientation and ongoing training and support for a Volunteer.
- b) Show respect and appreciation by giving volunteers suitable assignments in line with a volunteer's area of interests and skills.
- c) Inform volunteers in advance of all scheduled changes (holidays, special events, etc.).
- d) Ensure that students treat all volunteers with respect and co-operation.



Signed:

Date

Volunteer

Signature of Volunteer

Signature of Principal

Phone _____

Phone

School Phone _____

School Phone

Date _____

Date

Date _____

Date

Personal information on this form is collected under the authority of the *Education Act* and will be used for administrative purposes as determined in the Procedure for Volunteer Programs in the Waterloo Catholic District Schools, and will be retained only for the current school year. Questions about this collection of personal information should be directed to the Freedom of Information Coordinator



SAMPLE

APO001 APPENDIX F

(School Letterhead)
SCHOOL VOLUNTEER ORIENTATION WORKSHOP

Date:

Location:

AGENDA

Prayer, Welcome, and Introductions

Valuable Volunteers:

- Celebrating volunteer assistance
- Areas for volunteer assistance at school
- Catholic School Council Committees and volunteers

Role of Volunteer:

- School policy, protocol, and procedures
- Sign in/out, use of volunteer tags/button
- Classroom/school assignments
- Responsibility-liability- accountability
- Confidentiality- Freedom of Information
- Duties and parameters: readiness
- Scheduling/timelines/alternate arrangements
- Communication with: staff- students - administration - office - others
- Awareness of staff collective agreements: OECTA/CUPE
- Problem solving: Code of Conduct
- Professional, ethical conduct

Health and Safety Issues:

- Emergency information form
- Criminal Background Check
- Insurance and liability issues
- Smoke-free environment Emergency response plans 1) school 2) classroom Fire/Evacuation Plans and Procedures
- Emergency Calling Network'
- Special Needs/Special Programs
- Allergy Alert
- Awareness of: Child Abuse Policy & Procedures; Equity, Ethno cultural & Harassment Policies; Safe Schools Policy; Duty of Care

Questions/Answers:



STATEMENT OF LIABILITY INSURANCE

The Liability Insurance of the Board covers persons who, at the request of the Board, are performing activities involving supervision of students. This includes volunteers assisting with either in school or extra-curricular activities as arranged and/or approved by principals.

For example, if a volunteer was working with a group of students and an accident occurred resulting in a lawsuit, the Board's Liability Insurance would cover the volunteer as well as the Board.

If volunteers are transporting students in their private vehicles to Board approved events, it is necessary that they have liability insurance on their vehicles. It is recommended that the minimum liability limit be \$1,000,000.

The Board does carry excess third party liability insurance to provide protection for employees of the Board, including volunteers, who may on occasion use vehicles not owned by the Board to transport students, without charge, for emergencies, curriculum or extra-curricular activities. The liability covered is that liability imposed by law upon an employee of the Board (including volunteers) for bodily injury or death to students suffered while such students are being transported by the person who is acting on behalf of the Board.

This insurance covers only that liability imposed by law, which may be in excess of the person's own third party auto liability coverage, to a maximum of the Board's non-owned auto policy i.e. the automobile policy of the driver is the primary responder with OSBIE responding only after the primary responder's limits have been exhausted. OSBIE covers up to a combined limit of \$20M.

All volunteer "trip drivers" are required to complete the "Volunteer Driver's Form" as Appendix G2. Use of a volunteer's car must be authorized by the principal as the Board's agent.

VOLUNTEER DRIVERS / INSURANCE REQUIREMENTS

Students may be provided with transportation by volunteer Board or non-Board employees, including students, who are properly licensed and can provide proof of adequate insurance coverage.

All volunteer drivers' vehicles, to their knowledge, must be in good repair and have working seat belts for all seats in the vehicle. Children weighing less than 18 kg (40 lbs.) must be transported while seated in appropriate car/booster seats which must be properly secured per manufacturer's instructions.

The Principal must ensure that those who provide transportation for students have a minimum of \$1,000,000.00 Liability and Property Damage Insurance.

The Principal shall keep a record of the names of those drivers who meet the Public Liability Insurance Coverage specified above and only those drivers will be allowed to transport students to and from school activities.



SUMMARY OF LICENSING AND VEHICLE REQUIREMENTS

Seating Capacity	Driver Status	Vehicle Status	Compensation	Driver License Requirement	Vehicle Requirement Per Highway Traffic Act
5 Passenger seats plus Driver	Volunteer, Staff, Parent	Owned, leased or rented by a Volunteer, Staff or Parent	No	G	None
			Yes	G	None
6 to 9 Passenger seats plus Driver	Volunteer, Staff, Parent or Contracted Driver	Owned, leased or rented in the name of WCDSB <u>or operated under contract with the Board</u>	No	G	None
			Yes	G	- safety inspection stickers - log book - H.T.A. Regulation 483
10 to 24 Passenger seats plus Driver	Volunteer, Staff, Parent or Contracted Driver	Owned, leased or rented in the name of WCDSB <u>or operated under contract with the Board</u>	No	F	H.T.A. Regulations for this type of vehicle
			Yes	E	H.T.A. Regulations for <u>School Purposes Bus</u>

- 1) The Highway Traffic Act (Ontario) governs the licensing of School Purposes Bus Drivers that enter into a contract with the Board for the transportation of students.
- 2) Volunteer drivers who do not receive compensation for the transportation of students do not enter into a contract with the Board.
- 3) Compensation, as far as the Ministry of Transportation is concerned, is any form of remuneration, i.e. mileage, gas allowances, flat fee, etc., paid by the Board to anyone to transport students.

NOTE:

If a Trip is planned for out of the Province, please check with the appropriate authorities to ensure that your license and the vehicle meet the necessary regulations.

SUMMARY OF INSURANCE COVERAGE

1. VOLUNTEER SUPERVISORS ON SCHOOL OUTINGS

The Board's Liability Insurance Policy protects both staff and volunteers who are working within the scope of their duties for the Board. This coverage responds to lawsuits that are brought against staff or volunteers who are supervising school events and provides protection up to the \$20 million policy limit.



2. VOLUNTEER DRIVERS FOR SCHOOL ACTIVITIES

Ontario Legislation makes Automobile Insurance compulsory in the Province of Ontario. This same Legislation makes the vehicle insurance primary coverage. In other words, the insurance on the vehicle responds to claims first.

The School Board's Liability Policy contains an Endorsement, called the Non-Owned Automobile Endorsement, which extends coverage to those who are using personal vehicles on the business of the Board. In accordance with Legislation, this coverage is excess to the insurance on the vehicle. For example, if an accident occurred while the vehicle was being operated on a school outing, and the vehicle was insured for \$1 million of liability insurance, and there was a successful suit against the owner of the vehicle for \$3 million, the Board's liability insurance would respond to the \$2 million in excess of the \$1 million carried by the owner.

There is no coverage under this Endorsement for damage to the vehicle itself. Coverage is limited to liability only.

Passengers who are injured would recover Accident Benefits under their own automobile policies. Thus, students injured in an automobile accident, would report the injuries to their parents' auto insurer. If there is no automobile insurance policy in the family, the injured passenger would collect benefits under the liability policy in place on the vehicle in which they were riding at the time of the accident.

3. PERSONAL AUTOMOBILE INSURANCE COVERAGE

For the personal protection of volunteer drivers, all owners/drivers of private vehicles must carry a minimum of \$1 million of liability insurance. If there is any doubt about the insurance coverage carried, or the use of the vehicle to transport students, volunteers should review their coverage with their insurance Brokers.

4. USE OF VEHICLES RENTED FOR SCHOOL/ BOARD PURPOSES

Legislation which came into effect March 1, 2006 changes the priority of coverage when rental vehicles are used to transport students or in the execution of other school/board activities. For rental vehicles, the priority of coverage is as follows:

1. Primary Auto Liability – Personal Auto Policy of driver who rents the vehicle;
2. Excess Auto Liability #1 – OSBIE Non-Owned Auto Policy
3. Excess Auto Liability #2 – Rental Agency Policy



VOLUNTEER DRIVERS

This will authorize _____
(Name of teacher or other volunteer driver)

1. To transport students participating in the events listed on the attached school schedule: **OR**
2. To transport students participating in the following school activity:

3. Vehicle Information: Make _____ Year _____ Licence # _____

Date	School Name	Principal's Signature
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All * **“Trip Drivers”** including Volunteer Drivers are advised that, in order to bring into effect the Board's Excess Insurance, they should:

- a) Use a licensed automobile which carries valid third-party liability insurance as required under legislation in the Province of Ontario.
- b) Provide the Board prompt written notice, with all available particulars, of any accident arising out of the use of a licensed automobile during a trip on business of the Board.
- c) Be aware that the Board's Excess liability insurance comes into effect only after the “Trip Drivers” insurance has been exhausted, to a combined total of \$20,000,000.
- d) Volunteer drivers must have a minimum of \$1,000,000 insurance liability.

N.B.* A “Trip Driver” is defined as any person authorized by the Board **who has agreed to be a driver for a certain trip** while they are driving their own or another licensed automobile (includes trustees, employees, teachers, parents, volunteers and officials of the Board). **Employees of the Board are not required to transport students nor should this be an expectation of staff who volunteer for co-instructional activities.**

1. **Declaration to be signed by Driver:** I declare that I am **18 years of age or older and I am fully licensed:**
 - I am licensed to drive in Ontario and my vehicle is insured by valid automobile liability insurance as required by Ontario law. _____ (Insurance Company / Policy Number)
 - The vehicle is mechanically fit and that there are seat belts in working condition for all passengers.
 - Where the vehicle is equipped with passenger-side air bags, I will comply with the advice contained in the owner's manual with respect to the safety of children seated in the front seat.
 - **When transporting children who weigh less than 18 kg (40 lbs.) appropriate car/booster seats are provided and properly secured per manufacturer's instructions.**

Signature	Date
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2. **Declaration to be signed by the owner of the vehicle** (if the volunteer driver does not own the vehicle): I declare that:

I have authorized _____ to drive my vehicle _____
▪ _____
Vehicle make / License Number

to transport students participating in the school event(s) listed on this form.

- He/She is **18 years of age or older, properly** licensed to carry passengers and is fully insured as a driver under the vehicle liability insurance as required by Ontario Legislation. _____
▪ _____
Insurance Company / Policy Number



- The vehicle is mechanically fit and that there are seat belts in working condition for all passengers.
- Where the vehicle is equipped with passenger-side air bags, he/she will comply with the advice contained in the owner's manual with respect to the safety of children seated in the front seat.
- **When transporting children who weigh less than 18 kg (40 lbs.) appropriate car/booster seats are provided and properly secured per manufacturer's instructions.**

Signature

Date



STATEMENT ABOUT CONFIDENTIALITY & PRIVACY

Perhaps one of the greatest obstacles in the path of effective use of volunteers, especially parent volunteers, is the concern on the part of the teachers and principals regarding the possible use of privileged and confidential information.

Pursuant to the *Municipal Freedom of Information and Protection of Privacy Act*, volunteers with the Waterloo Catholic District School Board will at all times uphold complete confidentiality.

Volunteers are not allowed to have free access to a student's records for any reason. Under no circumstances will a volunteer be given such personal information as home phone numbers, addresses, birth dates without the consent of the parent/guardian or student who is sixteen or older. Volunteers who are assisting administration and/or office staff will often need to access this information. This is permissible only if there is a staff member directly supervising the volunteer.

The volunteer will be privy to only that personal information which they need for a consistent purpose to perform the function they have been assigned. In some circumstances, the volunteer may require background information on a student to best understand the particular needs of the student for the purpose of providing proper assistance. The teacher would share only the appropriate information. As well, volunteers by being in the school setting and by working with students and staff will form personal opinions and arrive at personal conclusions.

In addition, volunteers are in a position to learn and observe more about staff members than would be learned or observed in a regular parent to teacher relationship.

There is nothing wrong with the volunteer possessing such knowledge or personal opinions. However, in no case should such knowledge or opinions be shared in the community. Likewise, care must be taken to refrain from expressing comments harmful to the reputation of each pupil or professional.

If a problem develops, the line of communication regarding a situation in the school is always first with the staff member concerned and then, if necessary, with the principal.

A volunteer has every right to expect that his or her participation will be treated with the same confidentiality and respect.



STATEMENT ON DISCLOSURE OF ABUSE BY A STUDENT TO A VOLUNTEER

Volunteers who work closely with students have a unique opportunity to help these students to build feelings of competence, confidence, and self-worth. That student may show increasing trust in the volunteer. But with this opportunity also comes responsibility.

If a student has reached the point of feeling very trusting with a volunteer it could happen, should the student be a victim of abuse, that the student makes a disclosure to the volunteer. As well, a volunteer, after working with a student for a period of time, may come to suspect, either from behavioural or physical signs such as injuries, that the student might be an abuse victim. It is therefore important that volunteers are aware of their responsibilities and the correct procedure to follow.

No one feels comfortable about reporting suspected abuse, but the fact is that it is a legal obligation of every Ontario resident to report any case of suspected child abuse to a Family and Children's Services (F&CS). A volunteer should also ensure that any suspicion of child abuse is relayed to the principal.

One of the most difficult things to handle may be the student who asks the person in whom they have confided and disclosed to "*promise not to tell*". You cannot legally make such a promise, and you should be clear about it with the child. Also, do not try to counsel the student or investigate the situation or circumstances. Be sympathetic and empathetic without being judgmental.



STATEMENT ON HEALTH & SAFETY ISSUES

Observing the safe work practices in our day-to-day activities is the responsibility of all who work for the Waterloo Catholic District School Board, both employees and volunteers. It is in everyone's best interests to work safely in our schools. A list of standard health and safety requirements for all employees and volunteers is below.

The Board does not provide accident insurance or Workers' Compensation that would provide benefits or compensation for injuries to volunteers.

Certain safety fundamentals are basic to the operation of our schools and facilities. As well, more in-depth information and procedures cover a large and diverse range of activities in our schools.

As a volunteer, you may be involved in a variety of activities. Use of common sense, good judgment and when in doubt asking questions may be all that is normally required. At times specific training or information needs will be provided e.g. a list of the students that you will be working with who have specific allergies and the care plan for what to do if they have a reaction. If you feel a need for information or training, please contact the principal.

Please report any incident or accident to the principal even if there seems to be no injury to yourself or others, or damage to equipment etc.

Emergencies and fire drills are generally indicated by an alarm bell. Follow the principal's instructions calmly but quickly. Everyone must leave the building. The students have usually rehearsed for these eventualities.

Any bodily fluids i.e. blood, vomit, urine must be cleaned up and handled in a prescribed manner. Advise a staff member of a problem and the school caretaker will deal with this.

Smoking, alcohol and illegal drugs are not permitted on any school property.

STANDARD HEALTH & SAFETY REQUIREMENTS

The Waterloo Catholic District School Board is committed to the prevention of illness, injury and property damage through the provision and maintenance of a healthy and safe workplace environment for all employees, students, volunteers, visitors and contractors. To fulfill this commitment, the Board shall comply with and enforce legislative requirements including the *Ontario Occupational Health and Safety Act*, *Environmental Protection Act*, and other federal and provincial statutes, local by-laws, plus all policies, rules or procedures issued by the Board.

In consideration of the above policy it is essential that all employees and volunteers must:

1. Work in compliance with the provisions of the *Occupational Health and Safety Act*, *Environmental Protection Act and Regulations*, and the Board's environmental, health and safety policies and procedures;
2. Use or wear protective equipment, devices, and clothing that the supervisor requires to be worn;
3. Report to their supervisor the absence of, or a defect in any protective device of which they are aware, that may endanger themselves or another person;
4. Not remove or make ineffective any protective device required by the regulations or by the supervisor;



5. Report to their supervisor any contravention of the *Occupational Health and Safety Act, Environmental Protection Act* and Regulations or the existence of any hazard of which they are aware;
6. Not use or operate any equipment, machine, device or thing or work in a manner that may endanger themselves or any other person;
7. Not engage in any prank, contest, feat of strength, unnecessary, or rough and boisterous conduct;
8. Report to their supervisor all accidents and incidents.



VOLUNTEER PROGRAM EVALUATION*

- | | | | |
|----|--|-----|----|
| 1. | Do you think the volunteer enjoyed the tasks that you assigned? | Yes | No |
| 2. | Did you find the support of the volunteer beneficial to your program? | Yes | No |
| 3. | Did you have enough time to orient, train and assist the volunteer? | Yes | No |
| 4. | Did you feel that the students appreciated the volunteer's assistance? | Yes | No |
| 5. | Did you feel that the volunteer achieved a sense of accomplishment in working with the students in your class or area? | Yes | No |
| 6. | Did you think that the volunteers felt welcome in the school? | Yes | No |
| 7. | Other comments about the Volunteer program: | | |
| 8. | What are some other ways that volunteers may assist us at this school? | | |

* This evaluation form should be completed by teachers who had the assistance of a volunteer during a school year.