



**NON-TEACHING
PERSONNEL**

3200

VOLUNTEERS IN SCHOOLS 3250

1. Rationale

The Simcoe County District School Board encourages participation of volunteer helpers in schools and recognizes the educational advantages to all concerned. The Board further believes that through volunteering, individuals can model caring and cooperative relationships and promote the value of being responsible citizens.

2. Policy

It is the policy of the Simcoe County District School Board to encourage schools to incorporate the services of volunteers where it is to the advantage of the school or any of its students, teachers and volunteers.

3. Definition

Volunteers are people who willingly give of their time and interests on a regular basis as valuable members of a school team to support staff in enhancing student learning activities. Volunteers receive no remuneration.

4. Guidelines

- 4.1 Through consultation with staff and school councils, schools will assess the range of possibilities for volunteer involvement. This assessment may take place at various times throughout the year. A list of possible volunteer activities may be created as a result of this needs assessment.
- 4.2 Volunteers and their assignments will be subject to the approval of the principal.
- 4.3 It is an individual decision by each teacher whether or not to include volunteers in her/his program.
- 4.4 Schools will seek a volunteer coordinator for their volunteer programs, who will work in conjunction with the school administration.
- 4.5 Every effort will be made to maximize the interests and abilities of the volunteers as they work within the framework of school approved programs.

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- 4.6** Schools will ensure that there is an orientation process for volunteers including the Simcoe County District School Board harassment policy and relevant legislation governing school operations, as well as school routines and expectations.
- 4.7** Schools will ensure that staff, students and volunteers are informed of the roles and responsibilities of all team members including issues of confidentiality and student evaluation.
- 4.8** All volunteers will be required to participate in an application process reflecting some aspects of our employee application process and including a reference check.
- 4.9** All volunteers are required to provide an original copy of a Criminal Records Check which includes a Vulnerable Sector screening, executed within the last six months prior to beginning to volunteer.
- 4.10** Schools are encouraged to demonstrate their appreciation of volunteers. Appreciation shall not involve a wage, honorarium or any other monetary payment.

5. Administrative Procedures

The Director of Education is authorized to establish procedures to implement this policy.

**APPROVED OCTOBER 23, 1996
REVISED JUNE 20, 2007
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