

## VOLUNTEERS

In an effort to support instructional programs and extracurricular activities, the New Frontiers School Board (NFSB) recognizes the need for, and the value of, volunteers. Volunteers should be used to complement and assist regularly authorized personnel. This Policy outlines the role and responsibilities of school volunteers and provides administrators and employees of the NFSB with guidelines relative to volunteers.

### Definition & Role of the Volunteer

1. A volunteer is a person who, on an occasional or regular basis and without compensation, supports professional personnel in the schools, centres, or departments. Such support may include:
  - a. Assistance in providing more individualized and enriched instruction and additional services to students;
  - b. Assistance in building an understanding of school programs among interested citizens, thereby stimulating widespread involvement in a total educational process;
  - c. Strengthening school/community relations through positive participation in extracurricular activities or other programs.
2. A volunteer will support students under the immediate supervision and direction of an NFSB employee and under the direct control of the school or centre administrator. The school or centre administrator must ensure appropriate consultation and cooperation with staff when a volunteer may influence the latter's primary function within the school.
3. Volunteers should be appropriately assigned to program areas which best utilize their talent, expertise, and interest.
4. In addition to complying with all policies, rules, and regulations, volunteers must respect the confidentiality of all partners in the school community.
5. The school or centre administrator or designate is responsible for the recruitment, supervision and evaluation of volunteers.

### Screening Process

NFSB has an important responsibility to protect the interests of its students, therefore volunteers must be members of the public in good standing who have an interest in supporting students and staff.

1. All new volunteers must complete a form authorizing NFSB or its representatives to verify their criminal record.
  - This verification must be completed immediately if the position involves direct services to students or if the school board has reasonable grounds to believe that a candidate has been convicted of a criminal offence for which they have not been granted pardon.
  - This form shall be submitted to the Director of Human Resources where it will be treated in a sensitive and confidential manner.
2. Returning volunteers must provide an updated criminal record every two years.
3. Any criminal offence is considered incompatible with a position involving students or requiring presence in schools or centres (*Loi québécoise sur les centres de la petite enfance et infractions retenues en Ontario et en Colombie-Britannique*).
4. No position will be granted to a volunteer who:
  - a. makes a false declaration in their application;
  - b. declines to provide a certificate of good conduct as required by NFSB policy;
  - c. declines to authorize the verification of their criminal background record.

### Orientation of Volunteers

The school or centre administrator, in cooperation with staff members, will organize orientation sessions for volunteers during the course of the school year. These orientation sessions will adequately prepare volunteers to fulfill their roles in an appropriate manner. The school or centre administrator will review policies and procedures affecting volunteers as well as the role and responsibilities of volunteers.

### Safety Measures

In consideration of student safety, volunteers must complete the "Volunteer Information & Declaration" form, Annex A.

### Insurance

Volunteers in NFSB schools and centres are covered by the school board's liability insurance policies (e.g. should a student sustain an injury while being supervised by a volunteer, the Board's liability insurance would protect the volunteer should legal proceedings be brought against them by parents or others).

### Worker's Compensation

A volunteer is covered by the terms of the "Act Respecting Industrial Accidents and Occupational Diseases" (CNESST) provided that the form referred to above has been completed and a copy sent to the person designated responsible for the registration of volunteers at the Board Office. The school or centre administrator will ensure that this form is completed and filed with the Board Office.



## VOLUNTEERS – INFORMATION & DECLARATION FORM

Personal Information	
Name	
Address	
Telephone #	
Social Insurance # <i>Required for CNESST coverage</i>	

Additional Information	
In case of emergency, person to be notified locally	
Telephone #	
Please list any health issues or allergies	

Volunteer's Declaration	
<i>I recognize the important responsibility that all adults have when interacting with young people and I agree to respect community standards, to behave appropriately while carrying out my duties as a volunteer, and to follow the regulations and policies of the New Frontiers School Board.</i>	
<i>I further agree to respect confidentiality of information which I may become aware of during the course of my duties as a volunteer.</i>	
Volunteer's signature:	Date:

For office use		
Volunteer's assignment		
Estimated Volunteer Hours: _____ hours	X _____ days/week	X _____ #weeks = _____ Total Hours
School:	Code:	School/Centre Administrator's signature: