

**THE PROTESTANT SEPARATE SCHOOL BOARD  
OF THE TOWN OF PENETANGUISHENE**

**POLICY MANUAL**

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**POLICY TITLE:**

**Adult Volunteers**

**SECTION/CODE:**

**Personnel A – 13**

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**APPROVAL DATE:**

**May 9, 2022**

**SUPERSEDES:**

**June 13, 2016**

**NUMBER OF PAGES:**

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**REVIEW DATE:**

**May 2026**

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**POLICY STATEMENT**

It shall be the policy of The Protestant Separate School Board of the Town of Penetanguishene to encourage participation of volunteers in the school and recognize the educational advantages to all concerned. The Board further believes that through volunteering, adults can model caring and cooperative relationships and serve as role models for children.

It is the policy of the Board to encourage Burkevale Protestant Separate School to incorporate the services of volunteers where it is to the benefit of the school or any of its students, teachers and volunteers.

**POLICY PURPOSE**

To provide direction and consistency of utilizing volunteers in our school.

**ADMINISTRATIVE REGULATIONS**

1. The volunteer program begins each year on September 1<sup>st</sup>.
2. Through consultation with staff and the school council, the school 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.
3. Volunteers and their assignments will be subject to the approval of the Principal.
4. It is an individual decision by each Teacher whether or not to include volunteers in her/his program.
5. The Principal or designate shall maintain a current list of regular and occasional volunteers.
6. The Principal or designate shall establish this list at the beginning of each school year and update it regularly.
7. A volunteer must be at least 18 years of age, unless they are from a neighbouring secondary school and have been screened by the school administration.

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8. The Principal may seek a volunteer coordinator for its volunteer programs, who will work in conjunction with school administration.
9. Every effort will be made to maximize the interests and abilities of volunteers as they work within the framework of school-approved programs.
10. The School will ensure that there is an orientation process annually for volunteers to include topics such as the Board harassment policy, health and safety policies, and relevant legislation governing school operations, as well as school routines and expectations. All volunteers must participate in this annual orientation process.
11. The School 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.
12. All volunteers, over the age of 18, 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 their volunteering at the school .
13. A volunteer must complete a “Volunteer Criminal Offence Declaration Form” annually.
14. Adult volunteers may transport small groups of students in private vehicles or rented vehicles provided that the Principal has given approval in writing. The stipulation of requirements for volunteer drivers is presented by the Principal to each volunteer driver in advance of such arrangements. As per Board Policy D – 11, Student Field Trips and Excursions: All volunteer drivers must complete a Volunteer Transportation Authorization (Form: 3); Parents/guardians of a student must sign a consent for a volunteer driver to transport the student as per Standard Consent form (Form: 5)
15. In extenuating circumstances, it may be necessary for a Parent/Guardian (or alternate, with Parent/Guardian permission), to personally drive a student to/from a co-curricular activity. The Parent/Guardian will notify the supervisor of the activity and follow-up appropriately.
16. The Board shall provide liability insurance coverage for adult volunteers who volunteer on a regular basis.

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17. The school is encouraged to demonstrate its appreciation of volunteers. Appreciation shall not involve a wage, honorarium or any other monetary payment.

**OPERATING PROCEDURES**

The Supervisory Officer is authorized to establish procedures to implement this policy.

These procedures may be found in the supplementary document “Burkevale Protestant Separate School, Handbook for Volunteers” to be updated annually.