

ADMINISTRATIVE PROCEDURES

SUBJECT: Volunteers

The principal or designate:

- i. provides in-service for staff who have supervisory responsibilities for volunteers
- ii. screens all volunteers prior to assignments
- iii. requests and verifies references
- iv. provides an appropriate orientation
- v. ensures all volunteers complete the LKDSB Accessibility online training
- vi. reviews the screening process if the degree of risk of a volunteer's task changes significantly
- vii. in the case of unsatisfactory performance, shall retrain or reassign or advise the volunteer that his/her services are no longer desired.

Volunteers must treat as confidential all personal information, which they may acquire in the course of their involvement in the school.

As a guideline, principals may consider the level of supervision required and specific directives for each physical education sport or activity as specified in the Ontario Association for the Supervision of Physical and Health Education (OPHEA) Physical Education Safety Guidelines (Elementary) and (Secondary).

Where possible a regular staff member should be present on the bench or directly involved in the activity to facilitate and maintain educational direction.

Screening Process

The screening process will be conducted by the principal in accordance with the Board's Administrative Procedures.

The following volunteers require a Police Vulnerable Sector Check (PVSC) every five years and must undergo the formal screening process and provide an annual Offence Declaration:

- a) Parent/guardians and community volunteers who assist in the school on a daily or weekly basis
- b) elementary parents/guardians and community volunteers on overnight excursions of any kind
- c) Parent/guardians and community volunteers accompanying secondary students on overnight excursions with exceptions only to be approved by the principal and the Superintendent
- d) non-parent, non-guardian volunteers not known to the school community
- e) volunteer drivers of any students under the age of 18.
- f) others, as deemed necessary by the principal.

The principal or designate will complete the screening procedures that follow:

- i. Complete and file a Volunteer Survey Form (Appendix 1);
- ii. Complete a Request for Police Vulnerable Sector Check (PVSC) Form (Appendix 2) and provide it to the volunteer applicant to obtain a Police Vulnerable Sector Check;
- iii. Upon receipt of a satisfactory Police Vulnerable Sector Check (PVSC) conduct orientation to the school/Board and provide information regarding school/Board policies and regulations concerning volunteers such as discipline, confidentiality, and disclosure of abuse;
- iv. Complete and file the Volunteer Agreement Form (Appendix 3);
- v. Maintain in the office a secure file or binder with a copy of the original request, copy of the successful PVSC and the running annual signed PVSC Clearance / Annual Declaration Form (Appendix 4).
(This documentation remains at the school level regardless of what Administrator changes might take place over time.)

Retention of Volunteers

Recognizing that the availability of parent or community volunteers changes regularly, it is advised that the principal or designate regularly undertake to ensure that the volunteers are:

- a) comfortable and effective in the roles that they are currently fulfilling;
- b) feeling satisfied with their contribution to the school program; and
- c) recognized for their contribution to the school/ Board.

Once a school year or semester is under way, it is advisable to contact former volunteers to determine whether they are returning. This is confirmation and encouragement of their value and offers an opportunity to review placements and role satisfaction, and to re-open dialogue.

Appendices: Volunteer Survey
Request for Police Vulnerable Sector Check for School Volunteers
Volunteer Agreement Form
LKDSB PVSC Clearance / Annual Declaration Form

Implementation Date: June 13, 2001
Revised: December 12, 2001, December 2004, June 2008, October 2013, April 2014,
February 22, 2016, September 2016, December 11, 2017, September 2021,
March 2022

Reference: LKDSB Policy, Regulations and Administrative Procedures
Volunteers, Volunteer Drivers, Conflict of Interest Employees and Volunteers



VOLUNTEER 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):

- | | |
|---|--|
| <input type="checkbox"/> Assisting with school excursions | <input type="checkbox"/> Volunteering in classrooms |
| <input type="checkbox"/> Transporting teams or groups
(the Board has minimum insurance requirements) | <input type="checkbox"/> Volunteering where needed |
| <input type="checkbox"/> Volunteering in the kindergarten | <input type="checkbox"/> Other activities (please list)
_____ |
| <input type="checkbox"/> Coaching/training students | _____ |
| <input type="checkbox"/> Assisting in a specific area
(please specify) | |

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

Monday am / pm	Tuesday am / pm	Wednesday am / pm	Thursday am / pm	Friday am / pm
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I am available for the entire school year (September to June):

Yes No _____
(period available)

I have a special interest or expertise in:

- | | | |
|---|----------------------------------|----------------------------------|
| <input type="checkbox"/> computers | <input type="checkbox"/> cooking | <input type="checkbox"/> sewing |
| <input type="checkbox"/> sports | <input type="checkbox"/> dance | <input type="checkbox"/> typing |
| <input type="checkbox"/> literature | <input type="checkbox"/> math | <input type="checkbox"/> science |
| <input type="checkbox"/> other (please specify) | | |

Additional comments: _____

Name: _____ Phone No.: _____

Questions? Please Contact _____ at _____



APPENDIX 2

LAMBTON KENT DISTRICT SCHOOL BOARD

**REQUEST FOR POLICE VULNERABLE SECTOR CHECK (PVSC)
FOR SCHOOL VOLUNTEERS**

<p>To be filled out by the Principal. Original to be given to the applicant and a copy to be retained at the school.</p>	
<p>Local Police Service</p>	
<p>To Whom It May Concern:</p>	
<p>This letter will confirm that _____ has applied to be a volunteer at _____.</p>	
<p>As part of the screening process, the Lambton Kent District School Board requires that volunteers obtain a Police Vulnerable Sector Check (PVSC). Please apply the volunteer fee as per your agency's fee schedule.</p>	
<p>Sincerely,</p>	
<p>_____ Principal's Signature</p>	<p>_____ School</p>
<p>_____ Applicant's Signature</p>	<p>_____ Date</p>

Notes to Applicant:

1. Present this form to the Records Clerk at the local Police Service within the jurisdiction in which you reside (Sarnia Police Service, Chatham-Kent Police Service or local OPP Detachment). *(There is generally a reduced fee for volunteers.)*
2. Return this form and the Police Vulnerable Sector Check (PVSC) to the Principal.
3. Your status as a volunteer is conditional upon complying with this process and an assessment by the Board of the details of the Police Check.

Information and forms to obtain a **Police Vulnerable Sector Check** can be found at:

<http://www.sarniapolice.com/forms/>

<http://www.policereliefsolutions.ca/checks/services/chathamkent/index.php?page=pvsc>

<https://www.opp.ca/index.php?id=115&entryid=56a1276d8f94acdb5824a3d7>

LAMBTON KENT DISTRICT SCHOOL BOARD

VOLUNTEER AGREEMENT FORM

1. I have been provided with information and understand that it is my responsibility to become familiar with and act in accordance with its contents.
2. I have been provided with an orientation to the school and I agree to act in accordance with the norms expectations of the school.
3. I agree to follow the directions provided regarding my assigned duties and include disciplinary procedures with students.
4. I have been informed of procedures to follow when I must be absent from my volunteer duties.
5. I understand that my activities with the teachers and students while I am volunteering are private and confidential, and I agree to respect this fact.
6. I agree to have my name and telephone number made available to other volunteers and teachers.
7. I have taken the Accessibility training provided by the LKDSB and will consider accessibility standards as I assist in creating an inclusive culture within the school.
8. I agree to respect and act in accordance with Board policy and procedures and related laws designed to ensure fair treatment of individuals (eg. Personal and Sexual Harassment, Suspected Child Abuse, Health and Safety, Safe Schools, Antiracism and Ethnocultural Equity, Freedom of Information and Protection of Privacy).

Signature of Volunteer

Signature of Principal

Phone

School Phone

Date

Date

School Inserts Checklist

Note to Supervisor - Check only those inserts that apply. Please complete the bottom box and retain a copy for your records.

- | | | |
|--|---|---|
| <input type="checkbox"/> school mission | <input type="checkbox"/> site plan | <input type="checkbox"/> Other (please specify) |
| <input type="checkbox"/> school fact sheet | <input type="checkbox"/> school code of conduct | _____ |
| <input type="checkbox"/> school objectives | <input type="checkbox"/> orientation checklist | _____ |
| <input type="checkbox"/> school routines | <input type="checkbox"/> Harassment Policy Brochure | _____ |

LKDSB PVSC Clearance / Annual Declaration Form

Volunteer Name: _____

Date: _____

Activity: _____

Please attach a copy of Police Vulnerable Sector Check to the back of this form once the original has been viewed by the Principal.

Year 1: Initial Police Vulnerable Sector Clearance (PVSC) received:

Volunteer Signature: _____

Authorized Signature – LKDSB : _____

Declaration:

I declare that since the last Criminal Background Check collected by this Board, or since the last Offence Declaration given by me to this Board, that I have no convictions 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.

Year 2

Volunteer Declaration Signature: _____

Authorized Signature – LKDSB: _____

Year 3

Volunteer Declaration Signature: _____

Authorized Signature – LKDSB: _____

Year 4

Volunteer Declaration Signature: _____

Authorized Signature – LKDSB: _____

Year 5

Volunteer Declaration Signature: _____

Authorized Signature – LKDSB: _____