



Volunteer Handbook
2022-2023

Merci et Bienvenu! Thank you and Welcome!

The staff and students at St. Francis Catholic Elementary School are thrilled that you have decided to apply to volunteer with us! Volunteers are valued partners in assisting staff to enrich the learning experience of our students within a Christ-centered learning environment as their personal interests, background and commitment enhance the programs, services and educational opportunities for all of our students.

This handbook provides an overview of the procedures contained within the Nipissing-Parry Sound Catholic District School Board's 'Parent and Community Volunteers' policy AS 26.1.

Recruitment, Selection and Screening Process

Recruitment

The principal will invite parents/caregivers and interested community members to volunteer in their schools.

Selection

In selecting a volunteer, the principal will consider at least some of the following:

- skills, knowledge, background experiences - e.g. work, community, personal
- interview results and references

The principal will determine the best 'fit' for the volunteer's placement in consultation with school staff.

Screening

The depth of screening volunteers by the principal will be dependent upon the volunteer activities, the extent of the volunteer's responsibility for and/or interaction with students and the degree of direct supervision of the volunteer.

- 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 process is encouraged for candidates new to volunteering at the school.
- When parents/caregivers or grandparents who wish to volunteer in their home school are well known to the school community, the principal, in consultation with employees, will screen and approve the volunteer candidate.
- For other volunteers from the community who are not parents/caregivers or grandparents of students attending the school, a higher level of screening is required. These volunteers will provide three references which will be checked by the principal.
- All volunteer candidates where 'direct and regular' contact occurs with students are to provide a Criminal Background Check within the previous six months and present the result of the check to the principal.

Training and Orientation

Prior to beginning, the following documents must be completed and submitted to the school office. The documents are attached to this handbook:

- Volunteer Contract
- Confidentiality Form
- Offence Declaration (a Criminal Record Check for working with Vulnerable Populations will also be required)

The principal will define and describe the tasks and expectations for the volunteer in consultation with school staff. All volunteers will be provided with essential information. A tour of the school, introduction to staff and an orientation meeting will occur prior to beginning.

Orientation will include:

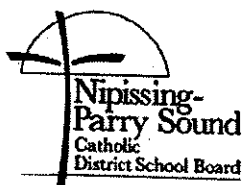
- expectations and role description of the task/assignment
- a copy of relevant and related school rules and routines (student code of behaviour, emergency procedures)
- school administration procedures relevant to volunteers (sign-out and sign-in procedures, bell times, notification of absence, coffee breaks, lunch breaks, key telephone numbers, school calendar)
- a review of procedures related to discipline issues
- a review of procedures and protocol for use of school equipment (photocopier, gym storage)
- a review of legal liability issues, confidentiality issues, disclosure of abuse of a student, health and safety issues/procedures
- where necessary, school staff will provide "on-the-job" training to volunteers that involves learning through job experience supported by good communication links to staff

Supervision, Review and Evaluation

The principal will be responsible for the actions and activities of any volunteer within his/her school or working with students in co-curricular/extra-curricular activities and the supervision of the volunteers.

The principal will ensure that the work of volunteers is carefully and regularly monitored and supervised as a protection for our students and in the best interests of the volunteers. Regular check-ins and feedback will occur. Adjustment to activities, training and further follow-up may be necessary.

The principal will ensure that the performance of volunteers will be reviewed and evaluated as determined by the principal. The length and detail of the review and evaluation will be flexible and at the discretion of the principal.



APPENDIX F
(Policy AS 26.1)

VOLUNTEER CONTRACT

The personal information you provide on this form is collected by the Nipissing-Parry Sound Catholic District School Board under the authority of the Education Act (R.S.O. 1990 c.E.2) ss.58.5, 265 use and 266 as amended. The information will be used for School and Board operations including but not limited to student registration, staff and resource allocation and to provide information to employees where necessary to support them in carrying out their job duties. In addition, the information may be used to deal with matters of health and safety or discipline and may be required to be disclosed in compelling circumstances, for law enforcement matters or in accordance with any other Act. The information will be used in accordance with the Education Act, the regulations, and guidelines issued by the Minister of Education governing the establishment, maintenance, use, retention, transfer and disposal of pupil records. For questions about this collection, please contact your school Principal.

1. I have been provided with a Volunteer's Information Package and I 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 and expectations of the school.
3. I agree to follow the directions provided by the principal regarding my assigned volunteering duties.
4. I agree to respect and act in accordance with Board policy and procedures and related laws designed to ensure fair treatment and well being of individuals (e.g., Health & Safety, Safe Schools, Personal and Sexual Harassment, Suspected Child Abuse, Antiracism and Ethnocultural Equity, Municipal Freedom of Information and Protection of Privacy).

Signature of Volunteer

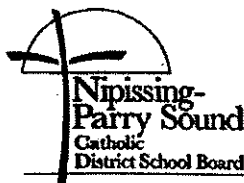
Signature of Principal

Phone _____

School Phone _____

Date _____

Date _____



OFFENCE DECLARATION
for the 20__ - 20__ school year

The personal information you provide on this form is collected by the Nipissing-Parry Sound Catholic District School Board under the authority of the Education Act (R.S.O. 1990 c.E.2) ss.58.5, 265 use and 266 as amended. The information will be used for School and Board operations including but not limited to student registration, staff and resource allocation and to provide information to employees where necessary to support them in carrying out their job duties. In addition, the information may be used to deal with matters of health and safety or discipline and may be required to be disclosed in compelling circumstances, for law enforcement matters or in accordance with any other Act. The information will be used in accordance with the Education Act, the regulations, and guidelines issued by the Minister of Education governing the establishment, maintenance, use, retention, transfer and disposal of pupil records. For questions about this collection, please contact your school Principal.

Name: _____

Position: _____

Date of Birth: _____

S.I.N.: _____

I DECLARE, since the last Criminal Background Check collected by this Board or the Ontario College of Teachers, as the case may be, or since the last Offence Declaration given by me to this Board, that:

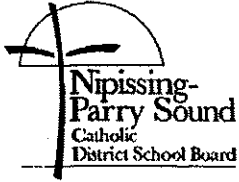
- ☐ I have NOT been convicted of any criminal offences under the Criminal Code of Canada.
- ☐ I have been convicted of the following criminal offences under the Criminal Code of Canada for which a pardon under Section 4.1 of the Criminal Code of Canada Records Act of Canada has not been issued or granted to me.

I FURTHER DECLARE, that in the last three years and other than as disclosed in a prior Offence Declaration given by me to the Board:

- ☐ I have NOT in the last year received an absolute discharge or in the last three years received a conditional discharge following a finding of guilt in respect of an offence 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 in the last year received an absolute discharge or in the last three years received a conditional discharge following a finding of guilt in respect of an offence 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)*.

Signature _____

Date _____



LIST OF OFFENCES: (USE SEPARATE SHEET IF NECESSARY)

Name: _____

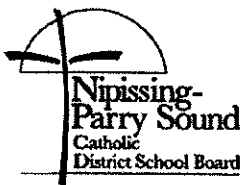
1. A. Date: _____
 B. Court Location: _____
 C. Offence: _____

2. A. Date: _____
 B. Court Location: _____
 C. Offence: _____

3. A. Date: _____
 B. Court Location: _____
 C. Offence: _____

Signature

Date



PARENT AND COMMUNITY VOLUNTEERS
Confidentiality Form

In the course of your volunteer activities in the Nipissing-Parry Sound Catholic District School Board you may learn intimate personal facts about students, their families and staff members.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, the privacy of the students, their families and staff members must be respected.

Protection of Confidential Information

I, _____, have been made aware that as a volunteer
(print name)

I may be privy to confidential information while working with students and staff in the Nipissing-Parry Sound Catholic DSB. Whether or not such confidential information may be available to me in the normal performance of my duties, occasionally or inadvertently, the confidentiality will be respected.

I understand that confidential information which shall be disclosed to me or which may come to my knowledge may not be divulged within or outside the school unless authorized in writing by the school Principal or the parent/guardian.

Parent/Community Volunteer Signature

Date

Principal Signature

Date