

Section 16

**OTHER BOARD POLICIES PROMOTING
SAFE SCHOOLS**

SCHOOL VOLUNTEERS

POLICY

The Hamilton-Wentworth Catholic District School Board approves and welcomes the use of volunteers in its schools

REGULATIONS

1. A principal shall encourage the use of volunteers who have expertise in various areas to be used as resource persons and for additional support.
2. A principal shall place the volunteers as resource persons to assist teachers within school programs whether during or after school hours.
3. The selection, recruitment, screening and placement of volunteers shall be done at the school level.
4. The assignment of volunteers who are acceptable to the teacher shall be the responsibility of the principal (or designate).
5. Records, including the volunteer's application form and types of services provided, shall be kept on file at the school.
6. Effective September 1, 2005 all school volunteers will be required to provide to the Board, at their own expense, an original Police Vulnerable Sector Check. All current school volunteers [persons having direct and regular contact with students] will provide to the Board an annual Offence Declaration in accordance with Regulation 521/01, as amended by Regulation 323/03. Completed criminal reference checks for volunteers will be filed in a locked and secured filing cabinet in the Human Resources Department together with all subsequent offence declarations.
7. **All volunteers will participate in the following training:**
 - **Orientation of the school's health and safety programs such as the location of the first aid kit, health and safety board, evacuation plans, etc. This training will be provided prior to starting as a volunteer and will be completed by a designated school representative.**
8. The same dress code and code of ethics followed by the professional staff shall apply to volunteers.
9. Volunteers shall perform their duties without remuneration.
10. Schools are encouraged to maintain a roster of readily available volunteers.

11. Volunteers shall be given the same respect as that exhibited to all other school and Board staff while they are involved with school/ Board activities.

12. Liability Insurance

- a) Volunteers, while in the performance of approved duties on behalf of the Hamilton-Wentworth Catholic District School Board, shall be covered under the Board's School Liability Insurance.
- b) Private Motor Vehicles – Volunteer Drivers

While the Board does not encourage the use of privately owned vehicles in the transportation of students, in the event they are used, teachers and other volunteer driver shall obtain the principal's authorization.

This authorization is dependent upon the driver having a current and valid driver's license and insurance policy. It is the responsibility of the principal to inform those who drive students that their own insurance policy initially bears the liability for property damage and/or personal injury. Prior to any trip, each driver must sign a copy of the AUTHORIZATION TO TRANSPORT STUDENTS found in the Out of School Learning Experiences Guidelines and Procedures (Appendix C, Part A & B - attached)

Persons transporting students in private motor vehicles should be sure that their Public Liability Insurance coverage is valid and current. The Board's insurance policy covers all employees and volunteers who are transporting students within Canada on behalf of the Board to a limit of \$24,000,000.00 This policy comes into effect if a judgement arises against that employee or volunteer resulting for the use of his/her vehicle and is in excess of the limit carried by the individual on his/her personal policy.

All drivers must adhere to car seat and airbag legislation as outlined in the Government of Ontario Ministry of Transportation website: <http://www.mto.gov.on.ca/english/safety/carset/choose.htm>.

Any infractions of City bylaws or violations of the Highway Traffic Act will solely be the responsibility of the driver.

The number of students per vehicle cannot exceed the available working seat belts, which must be worn by each student/adult in the vehicle.

It is strongly recommended that, where private vehicles are used to transport students to and from out-of-school learning experiences, a student would not travel as a single passenger in the vehicle of a designated supervisor. This recommendation would not apply in the circumstances of the supervisor being the student's own parent or guardian.

BM 1 Sept 98, 1 Oct 02, 7 June 05, 5 June 07, 2 June 09, 04 June 12, 06 May 14, 01 Mar 16

RELATED BY-LAW(S):7.02

RELATED BOARD COMMITTEE: Religion, Family Life and Instructional Services

POLICY REVIEW DATE: Two (2) Years