

**ADMINISTRATIVE PROCEDURE**

SECTION:	GENERAL SCHOOL OPERATIONS	A.P. NO.:	1-21
TOPIC:	SCHOOL VOLUNTEERS	PAGE:	Page 1 of 3
		DATE:	December 2012
REVIEW DATE:	December 2017	REVISED:	

**1. GUIDELINES FOR ACCEPTING OFFERS OF VOLUNTEER SERVICE**

- (a) An invitation shall be extended by the Principal to individuals who are parents/guardians, community members, adult and senior students to volunteer in their schools.
- (b) In accepting offers from among those willing to provide volunteer services that meet the needs of the school, the following information regarding the prospective volunteers will be considered by the Principal:
  - related skills, knowledge;
  - experiences;
  - availability (time of day/week).
- (c) For any activity that requires volunteers:
  - A Principal shall request that a Volunteer Information Form be completed and signed (see sample in Appendix A).
  - A Principal may interview a volunteer.
  - A Principal, in consultation with the appropriate Supervisory Officer, may deem it appropriate to request a Criminal Record Check, either at the expense of the school or volunteer applicant.

Notes:

- To satisfy this requirement, the Principal may make a "certified" copy of an original Criminal Record Check that has been obtained within the previous six months.
- Should an applicant present a Criminal Record Check showing evidence of a criminal offence or other matter of concern, acceptance of the application by the Principal, in consultation with the appropriate Supervisory Officer, will be postponed pending a review of the information.
- (d) The Principal retains the authority to accept or decline any volunteer's offer of service, and to halt, without appeal, a volunteer's involvement in an activity.

**2. STORAGE AND RETENTION OF INFORMATION**

- (a) Principals must ensure that completed Volunteer Information Forms are kept on file as long as the individual continues to be a school volunteer in good standing.
- (b) Principals should dispose of, by shredding, Volunteer Information Forms for those individuals who have not served as school volunteers for a period of one school year.
- (c) Principals must ensure that the certified copies of Criminal Record Checks (see 1 (c) above) are kept in a secure file.
- (d) Principals must ensure that a volunteer from whom a Criminal Record Check has been required completes an annual Offence Declaration, which must be kept attached to the certified copy of the Criminal Record Check, which is kept in a secure file.
- (e) Principals must ensure the proper disposal, by shredding, of the certified copies of Criminal Record Checks and Offence Declarations for those individuals who have not served as school volunteers for a period of one school year.

Attachment

Appendix A: Sample Volunteer Information Form

References

- Policy G-21: School Volunteers
- Policy E-14: Criminal Record Check for New and Existing Employees
- Administrative Procedure 5-08: Criminal Record Check for New and Existing Employees
- Administrative Procedure 3-19: Volunteer Driver Acknowledgement

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**VOLUNTEER INFORMATION FORM**

*The role of volunteering with the District School Board of Niagara generally involves interaction with students to varying degrees, and as well, places volunteers in a position of trust and confidence with regard to information they may receive. The Board's 'duty of care' for our students requires that we take reasonable steps to determine the suitability of prospective volunteers. We thank you for providing us with information in our screening process for volunteers*

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: Home ( \_\_\_\_\_ ) \_\_\_\_\_ Work ( \_\_\_\_\_ ) \_\_\_\_\_

E-mail: \_\_\_\_\_

Emergency Contact - Name: \_\_\_\_\_ Telephone ( \_\_\_\_\_ ) \_\_\_\_\_

Training: \_\_\_\_\_

Certification: \_\_\_\_\_

Experience with Children or Teens: \_\_\_\_\_  
\_\_\_\_\_

Availability: \_\_\_\_\_

Orientation/Training Needed: \_\_\_\_\_

**CRIMINAL RECORD**

Have you ever been convicted of a criminal offence for which a pardon was not granted? .....  Yes  No

If Yes, please provide an explanation: \_\_\_\_\_

Would you be willing to obtain a Criminal Record Check?.....  Yes  No

**Continued on Reverse** ⇨ ⇨ ⇨

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**REFERENCES** (Optional)

Name of Reference #1: \_\_\_\_\_

Employer/Relationship: \_\_\_\_\_

Position/Activity: \_\_\_\_\_

Telephone Number: ( \_\_\_\_\_ ) \_\_\_\_\_

Name of Reference #2: \_\_\_\_\_

Employer/Relationship: \_\_\_\_\_

Position/Activity: \_\_\_\_\_

Telephone Number: ( \_\_\_\_\_ ) \_\_\_\_\_

I certify that the information provided on this form is accurate and complete. As soon as information on this form requires revision, I will provide it to the school.

Signature of Prospective Volunteer: \_\_\_\_\_ Date: \_\_\_\_\_

*Personal information on this form is being collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act for administrative purposes as determined in the School Volunteers Policy. Questions regarding the collection and use of this information may be directed to the Director of Education, District School Board of Niagara, 191 Carlton Street, St. Catharines, Ontario, L2R 7P4 (905-641-1550).*

**FOR OFFICE USE ONLY**

Application Accepted.....  Yes  No

Signature of Principal: \_\_\_\_\_ Date: \_\_\_\_\_