



**VOLUNTEER PARTICIPATION  
IN BOARD ACTIVITIES**

**Date Approved:**  
**June, 2003**

**Revised June, 2004**  
**February, 2005**

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**POLICY STATEMENT:** It is the policy of the Hamilton-Wentworth District School Board to support and encourage the participation of volunteers in Board activities.

**RESPONSIBILITY:** Superintendent of Education

**OPERATING PROCEDURES:**

**1.0 DEFINITIONS**

- 1.1 **A volunteer** may be a parent or guardian who currently has a child enrolled in the system, a member of the community, a student or a Board employee who agrees to undertake, without remuneration or for credit, a designated task which supports a classroom, a school, or a system-wide program.

**2.0 ROLES AND RESPONSIBILITIES**

2.1 Role of Principal and Staff

- The principal or designate is responsible for the following:
  - ~ determining the volunteer needs of a school;
  - ~ recruitment, selection and screening volunteers;
  - ~ approving and clarifying the tasks and assignments of volunteers;
  - ~ training, orientation and supervision of volunteers;
  - ~ ensuring volunteer contributions are formally recognized
- The principal and staff of the school will ensure that volunteers are not responsible for the supervision of students or the delivery of programs without teacher direction.
- The Principal and staff will ensure that student volunteers have regular direct supervision by Board staff at all times.
- The principal and staff will ensure that volunteers will:
  - ~ not be involved in any evaluation of students, school personnel or program
  - ~ not be given access to personal information regarding students, their families or staff unless it is essential to the performance of their duties as a volunteer.
- The principal and staff will ensure that parents are informed if volunteers will be participating in classroom or school-wide activities.

2.2 Role of the Volunteer

- Volunteers will perform their assigned duties as directed by Board staff.
- Volunteers will neither be responsible for the discipline or evaluation of students, nor for the identification or diagnosis of their learning strengths or difficulties.
- The participation of volunteers will be not violate any Collective Agreement requirements.
- Volunteers will maintain in confidence any personal information, which is shared with them in the performance of their duties, in compliance with the *Municipal Freedom of Information and Protection of Privacy Act*.

- Volunteers will follow dress and behaviour codes as established by the school, will report to the school office on arrival, and, if applicable, will wear an identification badge at all times while in the school.
- Volunteers will notify their supervising teacher/staff member of any expected absence, as far in advance as possible.

### 2.3 Record Keeping

- A file will be kept in a secure location in the school office on each volunteer. Files will be accessed by the principal or vice-principal only.  
The following must be kept on file for each volunteer:
  - Volunteer Information Sheet (Appendix A)
  - School/Volunteer Agreement (Appendix B), which includes results of the Police Vulnerable Sector Screening search, where applicable.

*N.B. The Police Vulnerable Sector Screening search results belong to the volunteer and will not be kept in the volunteer's file, either in original or in copy form.*
- Inactive files will be maintained for a minimum of two years, after which time they will be shredded and destroyed.

## 3.0 SCREENING AND RISK MANAGEMENT

### 3.1 Responsibilities of the Principal in Screening and Risk Management

The principal will:

- arrange a school orientation session for all volunteers as appropriate;
- provide in-service in relevant school and Board policies for volunteers;
- complete a Volunteer Information Sheet (Appendix A) which may occur at the orientation session;
- if required, ensure personal references have been verified;
- if required, ensure a Police Vulnerable Sector Screening search has been completed;
- complete the School/Volunteer Agreement (Appendix B).

### 3.2 Vulnerable Sector Screening:

**Volunteers who do not have regular, direct supervision when in contact with students, other than their own children, must provide proof of having undergone a Police Vulnerable Sector Screening search prior to being assigned duties.** The principal retains the right to require any volunteer to undergo a Police Vulnerable Sector Screening search.

- The principal will not knowingly offer a volunteer position to any person with a record of criminal conviction, for which a pardon has not been granted, for the following offences:
  - (a) any sexual offence under the Criminal Code;
  - (b) any violations under the Controlled Drug and Substances Act;
  - (c) any criminal offence involving minors;
  - (d) crimes of violence which include, but are not limited to, threats, assaults and use, possession or concealment of a weapon or imitation of a weapon;
  - (e) propagation of hate literature or incitement to hatred;
  - (f) possession, distribution or sale of any pornographic or violent material;
  - (g) other offences specifically related to the job.
- Where there is a lesser offense than those listed above, the principal will consider the following before deciding on whether or not to accept the volunteer:
  - (a) specific duties and responsibilities of the volunteer position and relevance of the police record, charge or conviction to that position;
  - (b) the length of time since the police record was established;
  - (c) rehabilitation efforts undertaken;
  - (d) the level of risk posed to the safety and security of students, staff, other volunteers and Board property.
- The principal will consult with the appropriate Supervisory Officer before accepting or rejecting a volunteer who has a lesser offense.
- The principal retains the authority to accept or decline any volunteer's offer of service.

- 3.3 Personal Reference Check  
Volunteers may be required to provide a personal reference check in addition to the Police Vulnerable Sector Screening, depending on the skill or experience required and risk factors involved in the volunteer activity. Volunteer applicants will give signed permission to contact two references on the Volunteer Information Sheet (see Appendix A).
- 3.4 Risk Management  
The volunteer's services should be limited to the role for which they were enlisted unless additional roles are approved by the principal and/or designate. Detailed explanation of the levels of supervision for specific physical education activities can be found in the Ontario Physical and Health Education Association Safety Guidelines that forms part of the Student Trips Policy.

#### **4.0 VOLUNTEER—ACTING IN THE CAPACITY OF A COACH**

- 4.1 A coach is defined as any individual approved by the principal (see Appendix I in the Interschool Athletics section of the Ontario Physical Education Safety Guidelines, Suggested Criteria for Non-Teacher Coaches). Any coach who is not a teacher or administrator employed by the Board, or an individual with teaching certification approved by the principal (e.g., retired teacher, teacher not under contract) must:
- complete the application form for outside coaches (see Appendix J of the Interschool Athletics section of the Ontario Physical Education Safety Guidelines)
  - be interviewed and approved by the principal or designate
  - become familiar with relevant school and Board policies and procedures provided by the principal or designate.
- 4.2 The level of supervision required and other specific directives for each physical education sport or activity is specified in the *Ontario Physical Education Safety Guidelines (Elementary)* and *(Secondary)*. These Safety Guidelines can be referenced in the Board's Student Trips Policy. For the purposes of supervision, these Safety Guidelines must take precedence at all times.
- 4.3 All coaches must be screened as outlined in this policy: Section 3.0, Screening and Risk Management.
- 4.4 At the elementary level, volunteer coaches may, at the discretion of the principal, participate in co-instructional activities, under the direct supervision of a school staff member.
- 4.5 At the secondary level, volunteer coaches may, at the discretion of the principal, participate in co-instructional activities with certain conditions. All volunteer coaches must have achieved, as a minimum, certification in Level 1 theory through the National Coaching Certification Program (N.C.C.P.). The Principal or designate is to appoint a school staff member who is a teacher or administrator as a coach liaison for every volunteer coach. The coach liaison will be responsible for carrying out all the duties required of a teacher pursuant to the Education Act and these guidelines (see also OPHEA Safety Guidelines - Appendix M). The level of support by the coach liaison will be commensurate with the expertise and qualifications of the volunteer coach and will be determined by the principal or designate. As a minimum, the designated coach liaison will provide "in the area" supervision for all practices, games and competitions. "In the area" supervision by a volunteer coach means that the coach liaison must be accessible and at least one of the following criteria must be in place:
- a) coach liaison is visible;
  - b) coach liaison circulating on the same site;
  - c) location of coach liaison is known.
- 4.6 Where a volunteer is the Head Coach of a school team, it is required that the principal or designate ensures:

- (a) that the volunteer has successfully completed the screening process as outlined in Item 3.0 of this policy;
  - (b) that the volunteer is certified in Level 1 Theory through the NCCP program;
  - (c) that the volunteer meets all requirements for non-teacher coaches specified in the Hamilton-Wentworth Interscholastic Athletic Council (H.W.I.A.C.) or Hamilton-Wentworth Middle Schools Athletic Association (H.W.M.S.A.A.) constitutions;
  - (d) that a mandatory in-service has been provided for team members, the coach liaison and the volunteer coach on harassment and abuse awareness;
  - (e) that there is a simple and easily available path to a school administrator, guidance counsellor, or Head of Physical Education for team members to report *any* instances of abuse or harassment.
- 4.7 The Southern Ontario Secondary Schools Association (S.O.S.S.A.) constitution requires schools entering S.O.S.S.A. competition to be under the control of a staff member of the school. The staff member should be present, on the bench and available to facilitate and maintain educational direction. "Staff member" means a person who is currently part of the school staff. Daily occasional teachers cannot be considered staff members of a school.
- 4.8 A staff member must accompany and be responsible for any team/individuals participating in out-of-town sanctioned competitions. All out-of-town trips will comply with the Board's Student Trips Policy. A supervisory adult, as approved by the Principal of the school and of the same gender as the athletes, must be present and on site for the duration of the competition.

## **5.0 VOLUNTEER DRIVERS**

- 5.1 The Board requires all volunteer drivers to complete the "Volunteer Driver" form (Appendix C) as required under the Student Trips Policy, section 7.3.

## **6.0 INSURANCE**

- 6.1 The Board's liability insurance policy protects volunteers who, at the request of the Board, are performing activities involving supervision of students within the scope of his/her authority. This includes volunteers assisting with either in-school or co-instructional activities as arranged and/or approved by principals and other HWDSB staff.
- 6.2 The Hamilton-Wentworth District School Board does not provide either accident insurance or Workers' Safety Insurance Board coverage to its volunteers.

## **7.0 TERMINATION**

- 7.1 Volunteers who do not adhere to the policies and procedures of The Hamilton-Wentworth District School Board, or undertake an unauthorized role, or fail to satisfactorily perform their volunteer assignment, may have their assignment terminated at the sole discretion of the principal or the appropriate supervisor.

## **8.0 APPENDICES**

- Appendix A..... Volunteer Information Sheet
- Appendix B..... School/Volunteer Agreement
- Appendix C ..... Volunteer Driver Form
- Appendix D ..... Reference Documents

**THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD**

**VOLUNTEER INFORMATION SHEET**

*Thank you so much for offering to volunteer in our schools! Please help us get to know you by filling out this form:*

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

City: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Emergency Contact: \_\_\_\_\_  
(Name/Phone)

Have you previously volunteered or worked with The Hamilton-Wentworth District School Board or another school board?  No  Yes If yes, what was the nature of the activity, dates, and reason for leaving?

Languages:

Spoken:  English  French  Other \_\_\_\_\_

Written:  English  French  Other \_\_\_\_\_

Skills:

- |                                    |                                      |                                      |                                  |
|------------------------------------|--------------------------------------|--------------------------------------|----------------------------------|
| <input type="checkbox"/> Arts      | <input type="checkbox"/> English     | <input type="checkbox"/> Languages   | <input type="checkbox"/> Science |
| <input type="checkbox"/> Athletics | <input type="checkbox"/> Geography   | <input type="checkbox"/> Library     | <input type="checkbox"/> Trade   |
| <input type="checkbox"/> Business  | <input type="checkbox"/> Handicrafts | <input type="checkbox"/> Math        | <input type="checkbox"/> Writing |
| <input type="checkbox"/> Computers | <input type="checkbox"/> Health      | <input type="checkbox"/> Music       |                                  |
| <input type="checkbox"/> Dance     | <input type="checkbox"/> History     | <input type="checkbox"/> Office      |                                  |
| <input type="checkbox"/> Drama     | <input type="checkbox"/> Keyboarding | <input type="checkbox"/> Other _____ |                                  |

Program/Activity Area (please indicate your area(s) of interest)

- |                                      |                                       |                                       |                                      |
|--------------------------------------|---------------------------------------|---------------------------------------|--------------------------------------|
| <input type="checkbox"/> Classroom   | <input type="checkbox"/> Mentoring    | <input type="checkbox"/> ESL          | <input type="checkbox"/> Computers   |
| <input type="checkbox"/> Literacy    | <input type="checkbox"/> Clubs/Fairs  | <input type="checkbox"/> Enrichment   | <input type="checkbox"/> Library     |
| <input type="checkbox"/> Special Ed. | <input type="checkbox"/> Sports/Coach | <input type="checkbox"/> Fundraising  | <input type="checkbox"/> Trips/Event |
| <input type="checkbox"/> Tutoring    | <input type="checkbox"/> Languages    | <input type="checkbox"/> Other: _____ |                                      |

Grade Level Preferred  JK/SK  4-6  Secondary  
 1-3  7-8  N/A

**Volunteer Information Sheet - pg.2**

Availability: Days and Times Preferred (please check)

	Mondays	Tuesdays	Wednesdays	Thursdays	Fridays
Mornings					
Afternoons					
Other?					

Reference Checks:

No  
 Yes

Depending on the degree of risk and supervision in the volunteer position for which you have applied, you may be required to provide proof that you have undergone a Police Vulnerable Sector Screening search.  
 If required, are you willing to provide this document?

No  
 Yes

Are you currently facing or have you at any time faced allegations of sexual abuse or harassment?

No  
 Yes

If required, do you authorize The Hamilton-Wentworth District School Board to contact the persons/ organizations listed below and for the persons/organizations to disclose information for the purposes of obtaining a personal reference regarding your suitability for volunteer activities?

Name of Reference	Employer/Relationship	Position/Activity	Phone No.
_____	_____	_____	_____
_____	_____	_____	_____

***I authorize the Principal/Designate to solicit, if required, a personal reference from the references provided in connection with my application for a placement as a school volunteer. I will hold in confidence all information and material received from and about students and/or personnel that may come to my attention in the course of my duties. I acknowledge that The Hamilton-Wentworth District School Board does not provide accident insurance or Workers' Safety Insurance Board (WSIB) coverage to volunteers. I further acknowledge that I have read and understand the above statements and certify that the information provided on this form is accurate and complete.***

Applicant's Signature: \_\_\_\_\_

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

Interviewed by: \_\_\_\_\_

*Personal information on this form is collected under the authority of the Education Act and will be used for administrative purposes as determined in the Volunteer Policy of The Hamilton-Wentworth District School Board.*

**Thank you once again for volunteering to support the students in our system!**

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

SCHOOL/VOLUNTEER AGREEMENT

*Thank you for offering your time and skills to support student learning!*

Name of Volunteer \_\_\_\_\_ Volunteer Position: \_\_\_\_\_

School \_\_\_\_\_ Class: \_\_\_\_\_ Reports to: \_\_\_\_\_

Duties and Responsibilities: \_\_\_\_\_

Police Vulnerable Sector Screening search  Not required for this position  Required and completed

**As Principal or designate, I agree to:**

- provide both initial orientation and ongoing training and support for the volunteer
- ensure that volunteers are neither responsible for the supervision of students or delivery of program without teacher direction, nor be involved in any evaluation of students or school personnel or program
- ensure that volunteers are not given access to personal information regarding students or staff, unless it is essential to the performance of their duties
- inform the volunteer in advance of all school schedule changes.

**As a Volunteer, I agree to:**

- perform duties as assigned by Board staff, with no expectation of remuneration or credit
- respect the confidentiality of all information made known to me regarding students or staff
- neither discipline, nor evaluate students
- notify the appropriate person at school as soon as possible when circumstances necessitate my absence
- abide by all HWDSB policies and procedures
- follow dress and behaviour codes as established by the school.

*I have been made aware that the Hamilton-Wentworth District School Board does not provide accident insurance or Workers' Safety Insurance Board (WSIB) coverage to volunteers.*

**Acknowledgement**

Volunteer's signature: \_\_\_\_\_

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

Principal or designate: \_\_\_\_\_



**STUDENT TRIPS: Volunteer Driver**

A "Student Trip Volunteer Driver" is defined as any person authorized by the Principal who has agreed to transport students while driving his/her own or another licensed automobile that meets the requirements of the Board.

APPROVED FORM – September 1999

Form only valid when both sides are reproduced

SCHOOL \_\_\_\_\_

DATE OF TRIP \_\_\_\_\_ TIME \_\_\_\_\_

DESTINATION \_\_\_\_\_ LOCATION \_\_\_\_\_

All Student Trip Volunteer Drivers are required by The Hamilton-Wentworth District School Board to:

1. Use a licensed automobile which carries a minimum of \$1,000,000 valid third-party liability insurance in the Province of Ontario as required by The Hamilton-Wentworth District School Board.
2. Provide the Board prompt written notice, with all available particulars, of any accident arising out of the use of a licensed automobile during a trip on business of the Board.
3. Be aware that the Board's excess liability insurance comes into effect only after the "trip driver" insurance has been exhausted to a combined total of \$20,000,000.

**DECLARATION OF VOLUNTEER DRIVER:**

I DECLARE:

- That I am a licensed Class G2 or G Ontario Driver, 18 years of age or older.
- That the vehicle carries a minimum of \$1,000,000 valid third-party liability insurance in the Province of Ontario as required by The Hamilton-Wentworth District School Board.
- That the vehicle is mechanically fit with seatbelts in working condition for all passengers
- That I have confirmed with my insurer that nothing in my policy of insurance precludes coverage.
- That I am not being compensated.

VEHICLE INFORMATION: Make \_\_\_\_\_ Year \_\_\_\_\_ License Plate \_\_\_\_\_

VEHICLE OWNERSHIP:  Volunteer Driver  Other (please complete information below)

NAME OF DRIVER: (Print) \_\_\_\_\_ Signature of Driver \_\_\_\_\_

Date \_\_\_\_\_

**DECLARATION BY OWNER OF VEHICLE, IF VOLUNTEER DRIVER IS NOT OWNER.**

I DECLARE:

- That I have authorized \_\_\_\_\_ to drive my vehicle to transport students participating in the school trip indicated on this form.
- That the driver is a licensed, fully insured driver under the vehicle liability insurance as required by Ontario Legislation.
- That I have confirmed with my insurer that nothing in my policy of insurance precludes coverage.
- That I am not being compensated.

NAME OF OWNER: (Print) \_\_\_\_\_ Signature of Owner \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Principal/Vice-Principal Approval

\_\_\_\_\_  
Date

## SUMMARY OF INSURANCE COVERAGE RELATING TO VOLUNTEER DRIVERS

### 1. VOLUNTEER SUPERVISORS ON SCHOOL OUTINGS

The Board's Liability Insurance Policy protects both staff and volunteers who are working within the scope of their duties for the Board. This coverage responds to lawsuits that are brought against staff or volunteers who are supervising school events and provides protection to the \$20 million policy limit.

### 2. VOLUNTEER DRIVERS FOR SCHOOL ACTIVITIES

Ontario Legislation makes automobile insurance compulsory in the Province of Ontario. This same legislation makes the vehicle insurance the primary coverage. In other words, the insurance on the vehicle responds to claims first.

*The School Board's Liability Policy contains an endorsement called the Non-owned automobile endorsement, which extends liability coverage to those who are using personal vehicles for Board business. In accordance with legislation, this coverage is in excess of the insurance on the vehicle. For example, if an accident occurred while the vehicle was being operated on a school outing, and the vehicle was insured for \$1 million of liability insurance, and there was a successful suit against the owner of the vehicle for \$3 million, the Board's liability insurance would respond to the \$2 million in excess of the \$1 million carried by the owner. Students driving themselves are not covered under the Board's Non-Owned Automobile Insurance Coverage.*

*There is no coverage under this endorsement for damage to the vehicle itself. It is liability insurance only.*

Passengers who are injured would recover accident benefits under their own automobile policy. Thus, students injured in an automobile accident would report the injuries to their parents' auto insurer. If there is no automobile insurance policy in the family, the injured passenger would collect benefits under the liability policy in place on the vehicle in which they were riding at the time of the accident.

### 3. PERSONAL AUTOMOBILE INSURANCE COVERAGE

The Board requires that volunteer drivers carry a minimum of \$1 million of liability insurance. If there is any doubt about the insurance coverage carried, or the use of the vehicle to transport students, volunteers should review their coverage with their insurance brokers.

**THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD**

**REFERENCE DOCUMENTS**

**HWDSB Documents**

Board Policy 7.04	Pediculosis
Board Policy 7.05	Arrival Check
Board Policy 7.06	Environment
Board Policy 7.07	Student Trips
Board Policy 7.09	Life-Threatening Allergies
Board Policy 7.10	Blood Borne Pathogens
Board Policy 7.11	School Council
Board Policy 7.14	Safe Schools
Board Policy 8.02	Pre-Employment Screening
Board Policy 8.06	Harassment

**Other References**

The Education Act, 1998, Section 171

Municipal Freedom of Information and Protection of Privacy Act

Physical Education Safety Guidelines (Elementary and Secondary, Ontario Association for the Supervision of Physical and Health Education (OPHEA), 1997

Hamilton-Wentworth Interscholastic Council (H.W.I.A.C.) Constitution

Hamilton-Wentworth Middle Schools Athletic Association (H.W.M.S.A.A.) Constitution

Canadian Code for Volunteer Involvement, ISBN 0-9680701-2-4

School Procedures Manual, No.73, "Volunteer Programs in Our Schools"  
–Avon Maitland District School Board

By Definition: Policies for Volunteer Programs, Graff and Associates, Second Edition

Physical Education: Ontario Safety Guidelines, March 1999

National Coaching Certificate Program