



Volunteer

Date Approved: 2019

Projected Review Date: 2023

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PURPOSE:

Hamilton-Wentworth District School Board (HWDSB) recognizes the important role of Volunteers within its organization. HWDSB believes that Volunteer contributions enrich student educational experiences and contribute to more effective partnerships between a school and its community.

GUIDING PRINCIPLES:

HWDSB has a reciprocal relationship with our volunteers, characterized by:

- Supporting the activities of the school while respecting all policies and collective agreements and not replacing the roles of HWDSB staff.
- Recognizing and fostering the contributions of individuals and groups to the learning process.
- Caring and cooperative relationships.
- Promoting the value of being responsible citizens.
- Fostering interaction between and among the school, parents and the school community.
- Providing a caring and safe environment that recognizes the rights and dignity of all persons to be treated respectfully.

INTENDED OUTCOMES:

- Recruit and provide ongoing support for volunteers with activities in the classroom, in the school and at the system level.
- Gather extra-curricular interests from students and identify and recruit volunteers to act as coaches and/or experts.
- Track the number of volunteers, volunteer hours, and types of volunteer activities for recognition.
- Recognize the contributions of volunteers.
- Match volunteers based on their individual skills, abilities, qualifications and interests to the needs of the classroom, school or system.

RESPONSIBILITY:

Director of Education
Members of Executive Council
Principals and Managers/Supervisors



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TERMINOLOGY:

Volunteer: An individual who agrees to undertake, without pay, a designated task that supports a student, a classroom, a school, or an HWDSB system initiative. A Volunteer may act as a Coach/Expert for extra-curricular activities if they have satisfied all HWDSB requirements for screening, training and certification.

Student Volunteer: A Volunteer who is an HWDSB student. For avoidance of doubt, in accordance with the Ministry of Education's requirements and subject to applicable exceptions, the following volunteer activities of students shall not apply towards Community Involvement Hours:

- An activity that is a requirement of a class or course in which the student is enrolled (e.g., co-operative education portion of a course, job shadow, work experience).
- Any activity that takes place during regular class time on a school day. However, an activity that takes place during lunch breaks or a "spare" period is permissible.

Extra-Curricular Non-staff Volunteer: A Volunteer who is not an employee of HWDSB who volunteers to support extra-curricular activities, who has satisfied all HWDSB requirements for screening, training and certification, and who may act as an Advisor or Coach/Expert.

Supervision: The overseeing of an activity for safety, guidance, regulation or direction.

Advisor: An HWDSB staff person or an Extra-Curricular Non-Staff Volunteer who provides supervision over an extra-curricular activity.

Coach/Expert: An HWDSB staff person or an Extra-Curricular Non-Staff Volunteer who provides direct instruction or expertise related to a specific extra-curricular activity. In addition, Coaches have completed any training and certification as required by the Ontario Physical and Health Education Association (OPHEA) or any recognized athletic governing authority.

ACTION REQUIRED:

The **recruitment** of volunteers is the responsibility of the school Principal (at the school level) or system manager (at the system level) with support from the appropriate HWDSB department.

The **selection** of volunteers is the responsibility of the school Principal (at the school level) or system manager (at the system level).

The selection process includes providing individuals with a clear understanding of their roles and responsibilities. The Director/Executive Council will support this policy through the development and implementation of the following supports:



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- Recruitment of Volunteers
- Background check of Volunteers (Vulnerable Sector Screening)
- Training and/or orientation, including any requirements of the Freedom of Information Act, Board policies, procedures and provincial legislation
- Retention of Volunteers
- Volunteer recognition
- The dismissal of Volunteers, if required

Volunteer drivers must be 18 years of age or older, hold a minimum of a valid Ontario Class G License and meet HWDSB's required insurance amount (a minimum of \$1 million dollars). The driver/owner must complete the Educational Excursion Volunteer Driver Form and submit it to the teacher for Principal approval. The Principal is expected to verify the volunteer's valid Ontario Class G License and proof of insurance. Volunteer drivers are not covered under the Boards Fleet Automobile Insurance. In the event of an incident, Volunteer drivers are required to contact their own insurance provider to seek coverage.

Where the opportunity exists for a student to be a volunteer in HWDSB, the student is required to fulfill the requirements of a volunteer outlined in the Policy. Principals are encouraged to support student leadership development through the appropriate matching of student skills and interests with school volunteer needs.

Non-Staff volunteers may supervise extra-curricular activities at the discretion of the school Principal, in consultation with the school Superintendent.

The following activities may **not** be run without the direct supervision of Hamilton-Wentworth District School Board staff:

1. Overnight or out of District excursions;
2. Curricular or class-related excursions.
3. Invitational athletic tournaments outside the City of Hamilton. However, athletic competitions that are not part of the regular season of play (exhibition play), can be directly supervised by volunteers;
4. Any HWIAC/SOSSA/OFSAA* events in which the regulations state that a staff/teacher advisor must be present.

* HWIAC – Hamilton-Wentworth Interscholastic Athletic Council
 SOSSA – Southern Ontario Secondary Schools Association
 OFSAA – Ontario Federation of School Athletic Associations



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PROGRESS INDICATORS:

Intended Outcome	Assessment
Recruit and provide ongoing support for volunteers with activities in the classroom, in the school and at the system level.	<p>Measure the number of volunteers, on an annual basis, to assess if the number of volunteers is reflective of the needs of the classroom, the school, and the system.</p> <p>Communication occurs on a regular basis between the Principal, or designate, and the volunteers, to identify needs of the volunteer.</p> <p>A survey, at the conclusion of the volunteer's time at the school, to capture their experience and determine school or system needs to support volunteers.</p>
Gather extra-curricular interests from students and identify and recruit volunteers to act as coaches and/or experts.	<p>Data from Student Voice Survey identifies extra-curricular activities of interest.</p> <p>Interests identified are offered.</p>
Track the number of volunteers, volunteer hours, and types of volunteer activities for recognition purposes.	Tracking systems are developed and implemented at the school level.
Recognize the contributions of volunteers.	Volunteer recognition on an annual basis.
Match volunteers based on their individual skills, abilities, qualifications and interests to the needs of the classroom, school or system.	Satisfaction levels within the volunteer survey.

REFERENCES:

Government Documents

Education Act

Municipal Freedom of Information and Protection of Privacy Act

Physical Education Safety Guidelines

HWDSB Policies

Educational Excursions