

	<b>POLICY NO: 1.8</b>
Adopted	2017
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Revisions	2019,2025

## POLICY: VOLUNTEER

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### PURPOSE:

Hamilton-Wentworth District School Board (HWDSB) recognizes, values, supports and expects the involvement of school volunteers to enhance all aspects of school life for the benefit of students and school communities. HWDSB believes that volunteer contributions enrich student educational experiences and contribute to more effective partnerships between a school and its community. HWDSB believes the community has valuable experience, knowledge and insight that benefits all students, contributing to student success and more effective partnerships between a school and its community.

### GUIDING PRINCIPLES:

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

- Helping volunteers support the activities of the school while respecting the Code of Conduct, all policies and collective agreements and not replacing the roles of HWDSB staff.
- Modelling our school board's values and treat all others in accordance with these values.
- Recognizing and fostering the contributions of individuals and groups to the learning process.
- Recognizing that volunteers from a diversity of lived experiences can enrich the school community and student experience.
- Minimizing barriers to enable parents, guardians, caregivers, and community members to fully participate to the best of their abilities as volunteers.
- Caring, collaborative, and cooperative relationships.
- Fostering interaction between and among the school community, parents, guardians, caregivers, and community members.
- Providing a caring and safe environment that recognizes the rights and dignity of all persons to be treated respectfully.

### INTENDED OUTCOMES:

- Encourage and welcome parents, guardians, caregivers, and community members to participate in volunteer activities in our schools to support programs and services and help students succeed.
- Recruit and provide ongoing support for volunteers so they may optimize their involvement and support with activities in the classroom, in the school and at the system level.

- Identify and recruit volunteers to act as coaches, advisors and/or experts as required to support extracurricular interests identified by students
- Recognize the contributions of volunteers.

## **RESPONSIBILITY:**

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

## **TERMINOLOGY:**

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

**Coach/Expert:** An HWDSB employee 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.

**Extra-Curricular Non-Staff Volunteer:** An individual 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.

**HWDSB Community:** Students, staff, parents, guardians, caregivers, community members, trustees, community advisory committee members, school council members, permit holders, vendors, service providers, contractors, volunteers, visitors, and all other persons who are invited to, access or provide services, or attend Board and school events and any person or entity who enters into an agreement, or uses school board property.

**Student Volunteer:** A HWDSB student who may or may not be working towards their Community Involvement Hours.

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

**Volunteer:** An individual including non-HWDSB students, 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.

**ACTION REQUIRED:**

Maintain a Volunteer Procedure that is accessible to the HWDSB community and communicated annually to the community. The procedure will establish and maintain:

- A clear process for the recruitment and selection of volunteers.
- Necessary training and/or orientation for our volunteers, including HWDSB Human Rights and Equity Policy, relevant information from the Freedom of Information Act, other Board policies, procedures and provincial legislation.
- An outline about/information on how volunteers will be celebrated and recognized for their contributions to the HWDSB community.

School Principals (at the school level) and designated system managers (at the system level) are responsible for the recruitment and selection of volunteers. These actions shall be carried out in collaboration with the appropriate Hamilton-Wentworth District School Board (HWDSB) departments and must align with all relevant board policies, procedures, and standards to ensure consistency, equity, and alignment with HWDSB's strategic priorities.

Non-staff volunteers may support the supervision of extra-curricular activities where appropriate, subject to the discretion of the school Principal and in consultation with the school Superintendent. Activities that involve elevated risk, regulatory requirements or overnight travel shall require the direct supervision of HWDSB staff, follow board policies and applicable regulations.

**PROGRESS INDICATORS:**

Intended Outcome	Assessment
Encourage and welcome parents, guardians, caregivers, and community members to participate in volunteer activities in our schools to support programs and services and help students succeed.	Various communication methods to welcome parents, guardians, caregivers, and community members to serve as volunteers in our community.
Recruit and provide ongoing support for volunteers so they may optimize their involvement and support with activities in the classroom, in the school and at the system level.	Communication between the principal, or designate, and the volunteers, to identify the needs of the volunteer in the classroom, school or system level.
Identify and recruit volunteers to act as coaches, advisors and/or experts as required to support extracurricular interests identified by students.	Tracking systems that identify skill sets and knowledge needed to support students, the school and HWDSB. The tracking systems are developed and implemented at the school level.
Recognize the contributions of volunteers.	Volunteer recognition on an annual basis.

**REFERENCES:**

**Government Documents**

Education Act

Municipal Freedom of Information and Protection of Privacy Act

Physical Education Safety Guidelines

PPM 124 Ontario Secondary School Diploma Requirement: Community Involvement Activities