

Volunteers in Catholic Schools	
Adopted: October 2, 2001	Last Reviewed/Revised: November 21, 2023
Next Scheduled Review: 2026-2027	
Associated Policies & Procedures: VI-108 Volunteers in HCDSB Schools II-19 Educational Field Trips VI-70 Educational Field Trips VI-14 Transportation of Students in Private Vehicles Driven by Volunteer Drivers II-35 Access to School Premises VI-30 Access to School Premises II-38 Educational Research VI-25 Educational Research VI-52 After Hours School Paid Camp Activities	

Purpose

To provide consistent application of volunteers in Halton Catholic District School Board (HCDSB) schools.

Application and Scope

This policy applies to all schools within the jurisdiction of the (HCDSB).

References

[Education Act](#)

[Renewing the Promise - Institute for Catholic Education](#)

[Volunteers in Catholic Schools – A Parent/Guardian Guide](#)

Principles

- The work of Catholic schools involves initiating, facilitating and maintaining trusting and inclusive relationships with and among the Catholic educational and community partners.
- Parents, guardians and community members are welcome in all schools. Their valued support helps staff provide better learning opportunities for students and assists staff in the daily operations of our schools. Volunteers work with the school community to help students realize the gifts they have been given by our Creator God.
- Volunteers are valued partners who help to foster positive relationships and cooperation amongst the school, parents/guardians, the parish and the school community for the benefit of our students.
- Volunteers are encouraged to contribute to the extra-curricular program of the school in order to offer a wide range of activities.
- The personal interests, background, and commitment of volunteers enhance the programs, services and education opportunities for our students.
- Each volunteer will model caring and cooperative relationships, promote Catholic values and encourage a safe, inclusive and secure learning and working environment.

Requirements

- Each elementary and secondary school shall be encouraged to establish a volunteer program that allows for opportunities for volunteers to participate in school community events.
- The Principal is authorized by the HCDSB *“to assign to a person who volunteers to serve without remuneration such duties in respect of the school as are approved by the Board, and to terminate such assignment”*. (Ed Act Part VI, Reg. 171.(1), par.4)
- The Principal is responsible, subject to guidelines found in the *Volunteers in Schools* document, (revised 2022) for:
 - a) determining the volunteering needs for the school;
 - b) the recruitment, selection and screening of volunteers;
 - c) approving and delineating the task and the assignment of the volunteers;
 - d) the training and orientation of the volunteers;
 - e) the supervision and evaluation of the volunteers;
 - f) the evaluation of the volunteer program; and,
 - g) the recognition of the volunteers.
- Each Principal shall maintain a current list of regular and occasional volunteers.
- Each Principal shall establish this list at the beginning of each school year. The list shall be regularly updated.

- A volunteer must be at least 18 years of age, unless they are in an HCDSB Secondary School program (e.g. Co-op; Sports Leadership; Community Service Hours).
- A volunteer must be under the direction and supervision of the Principal or Principal designate.
- A volunteer must follow and be in compliance with HCDSB health and safety policies and procedures.
- A volunteer must adhere to the confidentiality rules as outlined by the Principal.
- A volunteer who is 18 years of age or older, shall submit a Vulnerable Sector Check (VSC) to the Principal prior to volunteering and once again every four (4) years.
- A Vulnerable Sector Check shall be dated within 120 days of submission to the Principal.
- Volunteers with a VSC for which an official pardon has not been received, will not be accepted as a volunteer in the school.
- A volunteer must complete a “Volunteer Criminal Offence Declaration Form” annually.
- Each Principal shall adhere to the section pertaining to volunteer drivers in Policy II-19 Educational Field Trips and Procedure VI-14 Transportation of Students in Private Vehicles Driven by Volunteer Drivers.

APPROVED: Regular Meeting of the Board

AUTHORIZED BY: _____
Chair of the Board