



# Volunteers in Catholic Schools – A Parent/Guardian Guide

*Faith in action is LOVE – and love in action is SERVICE.*

*- St. Teresa of Calcutta*

Revised November 2023

## Volunteers in Catholic Schools

At Halton Catholic District School Board (HCDSB), 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 model caring and cooperative relationships, promote Catholic values and encourage a safe, inclusive, and secure learning and working environment.

### Eligibility

Volunteers will be required to provide a Vulnerable Sector Check (VSC). The HCDSB accepts VSC's from the Halton Regional Police or any other regional, provincial, or national (RCMP) police association.

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.

The Principal can request a new VSC if required.

Volunteers are required to complete an "*Annual Volunteer Criminal Offence Declaration Form*" (See *Appendix A*) before commencing duties at the start of each school year.

The Principal is ultimately responsible for the supervision of volunteers within the school or activities involving them in co-curricular/extra responsibilities.

### Requirements

Volunteers will participate in training or orientation sessions at the beginning of the school year and as required throughout the year that will assist them in their role on the following:

- expectations and role description of task assignment(s);
- a copy of relevant and related school rules and routines (e.g., student code of behaviour, emergency procedures, etc.);
- a review of procedures related to discipline issues and reporting;
- a review of procedures and protocol for use of school equipment (e.g., photocopier, gym storage);
- a review of:
  - legal liability issues
  - confidentiality issues
  - disclosure of abuse by a student
  - procedures related to health and safety issues (e.g., HCDSB Health & Safety policies and procedures; Medical Conditions Protocols);
- training on emergency procedures

## **At a Glance**

### **What Volunteers Need to Know**

1. All volunteers are expected to follow the principles and requirements as outlined in [Policy II-37 Volunteers in Catholic Schools](#) & [Procedure VI-14 Transportation of Students in Private Vehicles Driven by Volunteer Drivers](#).
2. All volunteers 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.
3. A Vulnerable Sector Check shall be dated within 120 days of submission to the Principal.
4. Volunteers with a VSC for which an official pardon has not been received, will not be accepted as a volunteer in the school.
5. A volunteer must adhere to the confidentiality rules as outlined by the Principal.
6. Volunteers must ensure that a student's work and behaviour in school be held in confidence.
7. All Volunteer Drivers are to complete the "[Authorization to Transport Student Participants in School Events](#)" form (Appendix B) and have been authorized by the Principal to be a Volunteer Driver (see aforementioned form).
8. It is understood that a volunteer is a person who serves without remuneration.
9. A volunteer must be under the direction and supervision of the Principal, and staff, as required.
10. Volunteers are familiar with and follow all Emergency Procedures.
11. Volunteers are familiar with Medical Conditions Protocols.
12. Volunteers must follow and be in compliance with HCDSB health and safety policies and procedures.
13. Volunteers follow all protocols for visitors in the school and wear Volunteer Badges.
14. Volunteers report any disclosure of child abuse directly to the Principal prior to reporting to CAS.
15. Volunteers report discipline issues directly to the Principal.

#### **References:**

[Policy II-20 Child Abuse](#)

[Policy II-37 Volunteers in Catholic Schools](#)

[Policy II-42 Medical Health Conditions](#)

[Procedure VI-14 Transportation of Students in Private Vehicles Driven by Volunteer Drivers](#)

[Procedure VI-32 Child Abuse and Protection of Students](#)

**Annual Volunteer Criminal Offence Declaration Form**

**VOLUNTEER NAME:** \_\_\_\_\_  
(please print)

**CHILD/REN(s) Name(s):** \_\_\_\_\_ **Grade:** \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ **Grade:** \_\_\_\_\_

\_\_\_\_\_ **Grade:** \_\_\_\_\_

**I DECLARE, that:**

- I have **no** convictions for offences under the Criminal Code of Canada up to and including the date of this declaration for which a pardon has not been issued or granted under the Criminal Records Act (Canada).
- I have the following convictions for offences under the Criminal Code of Canada for which a pardon under the Criminal Records Act (Canada) has **not** been issued or granted.

List of Offences:

1.

- A. Date: \_\_\_\_\_
- B. Court Location: \_\_\_\_\_
- C. Conviction: \_\_\_\_\_

2.

- A. Date: \_\_\_\_\_
- B. Court Location: \_\_\_\_\_
- C. Conviction: \_\_\_\_\_

(Use separate page if necessary)

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Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 200\_\_

\_\_\_\_\_  
Signature of Volunteer

**\*\*Submission of false information on an Offence Declaration will result in termination of a volunteer service.**

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Please return in a sealed envelope marked: **Offence Declaration - Confidential** to the School Principal  
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This information is collected under the authority of the Education Act, Regulation 521/1 and kept in accordance with the Municipal Freedom of Information and Protection of Privacy Act. If you have any questions regarding the collection of this information, please speak to your school Principal.

## Appendix B

### Volunteer Driver – Authorization to Transport Students in School Events

Volunteer Driver Form is available in Procedure VI-14 [Transportation of Students in Private Vehicles Driven by Volunteer Drivers](#)

#### SUMMARY OF INSURANCE

##### 1. Volunteer Supervisors on School Premises

The School board's Liability insurance policy protects both staff and volunteers who are working with 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 up to \$20 million for each occurrence.

##### 2. Volunteer Drivers for School Activities

Ontario legislation makes automobile insurance compulsory in the Province of Ontario. The same legislation makes the owner's insurance primary coverage in the event of an accident – in other words, the insurance carried on the vehicle responds first.

If a vehicle which is not owned by the school board is being operated by a volunteer or any other board employee for approved school activities, the board's Non-owned Automobile Insurance endorsement will respond to Third Party Liability claims in excess of the owner's insurance limit up to a total combined limit as stated in the Non-owned Auto policy.

There is no coverage provided by the school board's insurance for damage to volunteer's or employee's vehicles while they are being operated for board activities.

According to Provincial legislation, passengers who are injured would recover Accident Benefits coverage from their own or a volunteer's automobile policy. In the absence of a personal or family automobile policy, the passenger would then be eligible to recover benefits from the insurance policy covering the vehicle in which they were riding.

##### 3. Personal Automobile Insurance Coverage

For the personal protection of volunteer drivers, it is recommended that drivers carry a minimum of \$1 million of Third Party Automobile Liability insurance. Volunteers and board employees who use their personal vehicles for transporting students to school activities should advise their insurance carrier.