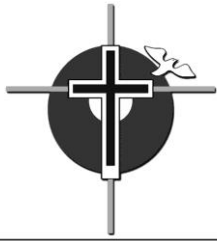


1. Purpose

The Catholic District School Board of Eastern Ontario endorses the use of volunteers in its schools. Volunteers from the home parish and community are welcomed resources in our schools. The purpose of the administrative procedure is to establish guidelines within which volunteers in a school setting may function with staff in order to achieve the mission of the school system.

2. Administrative Procedures:

- 1) A principal is encouraged to use volunteers in school to assist teachers with school activities.
- 2) The volunteers will perform such duties as assigned by the principal.
- 3) The volunteers will perform their duties without remuneration.
- 4) Principals are responsible for the school operating in accordance with the Education Act, regulations, board policy and administrative procedures.
- 5) Principals should establish procedures concerning volunteers that ensure volunteers operate within the confines of the Education Act, regulations, board policy and administrative procedures. Volunteer procedures should include:
 - A process for screening volunteers, including where deemed necessary, the volunteer providing references which the principal can contact prior to approving the volunteer for work in the school.
 - A process for indicating to the volunteer the confidential nature of work in a school setting. The principal has the right to remove a volunteer from the school for a breach of confidentiality.
 - A process for volunteer orientation which addresses supervision and interaction with students during activities (i.e.: washroom supervision).

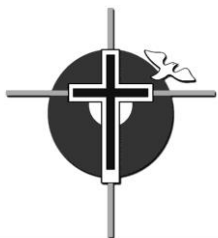


ADMINISTRATIVE PROCEDURE

- A process for consulting with staff before a volunteer is assigned to a class or group of students. The principal may refuse to assign a volunteer to a classroom or group of students where the volunteer's child is a member of that classroom or group of students.
 - A process for indicating to the volunteer the principal's expectations concerning communications with other staff and parents.
 - A process for volunteer orientation.
- 6) The process developed by the principal should include a form that the volunteer signs acknowledging the volunteer's understandings of and responsibility for volunteering in the school.
 - 7) The form should indicate clearly that the principal has the right to ask the volunteer to cease volunteering for any reason.
 - 8) The form will request the names and phone numbers of at least two members of the local community.

3. Criminal Reference Check with Vulnerable Sector Screening

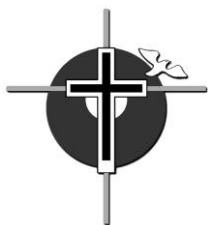
- 1) Any volunteers where contact occurs with students, must obtain a Criminal Record Check with Vulnerable Sector Screening. .
- 2) Upon granting approval in principle of an individual's request to volunteer, the Principal provides the volunteer with a letter requesting that a Criminal Record Check with Vulnerable Sector Screening be conducted.
- 3) The volunteer brings this letter to the local police detachment and requests to be screened.
- 4) Once the principal receives a verified Criminal Record Check with Vulnerable Sector Screening, the individual is permitted to volunteer. The verified Criminal Record



ADMINISTRATIVE PROCEDURE

Check with Vulnerable Sector Screening must be retained in a secure location within the school office.

- 5) The volunteer's Criminal Record Check with Vulnerable Sector Screening is acceptable for one calendar year, and must be resubmitted annually by the volunteer.



CATHOLIC DISTRICT SCHOOL BOARD OF EASTERN ONTARIO

Kemptville, Ontario K0G 1J0
Phone: (613) 258-7757 or 1-800-443-4562
Fax: (613) 258-7134

APPLICATION FOR SCHOOL VOLUNTEERS

General Data

Date		
First Name		Last Name
Address		
City	Province	Postal Code
Home Tel.	Bus. Tel.	E-mail
Emergency Contact		
Home Tel.	Bus. Tel.	

Are you willing to undergo a Police Records check (if required) Yes _____ No _____

Volunteer Classification:

Parent of Child in School (if activity is considered medium or high risk) _____

Senior/Retired _____ University Student _____ Community _____

Skills/Interests:

_____ Arts	_____ English	_____ History	_____ Office
_____ Athletics	_____ French	_____ Library	_____ Science
_____ Computers	_____ Geography	_____ Math	_____ Writing
_____ Drama	_____ Handicrafts	_____ Music	_____ Other

Specify if Other:

Personal History:

Education and/or work experience:

Volunteer experience:

Permission to Contact References:

I _____, hereby authorize the school principal to solicit a personal reference from the people named above (References).

(Date)

(Signature)

The Volunteer Agrees To:

1. Respect the confidentiality of all information that may be received regarding any pupils or staff while a volunteer;
2. Notify the appropriate person at school, as soon as possible, when circumstances necessitate his/her absence (either planned holidays, illness, etc.);
3. Act in accordance with the norms and expectations of the school as provided in the orientation to the school.

The Principal has the right to ask the volunteer to cease volunteering for any breach of the conditions for volunteering.