

## **VOLUNTEERS**

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### **POLICY**

The Rainy River District School Board will welcome the involvement by community members in Board and school programs.

### **RATIONALE**

Volunteers support Board and school-based activities and enhance student well-being and academic achievement.

### **IMPLEMENTATION**

As per Procedure 2.04 Volunteers and policy guidelines.

### **GUIDELINES**

#### **1.0 Recruitment Process**

- 1.1 Administrators/principals and teachers will encourage the assistance of volunteers. Efforts should be made to involve a wide representation of the community.
- 1.2 While all persons are encouraged to volunteer their services, the selection and approval of volunteers is the responsibility of the administrator/principal, who will look to the following factors:
  - general suitability for the position
  - experience and skills
  - demonstrated responsibility
  - needs of the school
- 1.3 Volunteers must provide a satisfactory Criminal Background Check, which includes a Vulnerable Sector screening, prior to beginning their volunteer work
  - when the volunteer's responsibilities include direct contact with students, particularly where a supervising educator may not be directly present, and/or
  - where access to students occurs on a regular basis.

#### **2.0 Conditions of Service**

- 2.1 Volunteers are subject to the supervision and direction of the principal/administrator or designate.
- 2.2 Volunteers must receive an orientation appropriate to the activities and supports.
- 2.3 Volunteers shall maintain confidentiality.

2.4 Volunteers must adhere to the school and Board Code of Conduct and relevant Board policies and procedures.

**3.0 Recognition**

3.1 The Board of Trustees and schools will annually recognize volunteers.

**DEFINITIONS**

**Volunteers** are responsible persons who provide a service without financial remuneration, fulfilling specific needs as determined by the principal/administrator and the staff directly involved. A volunteer shall not be considered to be an employee of the Board and shall assist staff with duties, which are not the exclusive duties of paid staff. When not specifically stated, the word volunteer refers to both parent/guardian and community volunteers.

<b>CROSS-REFERENCE</b>	<b>LEGAL/MINISTRY OF EDUCATION REFERENCE</b>
<p>Policies:</p> <ul style="list-style-type: none"> <li>▪ 2.80 Freedom of Information and Protection of Privacy</li> <li>▪ 3.52 Criminal Background Check</li> <li>▪ 4.16 Safe Schools</li> <li>▪ 4.63 Extra Curricular Activities</li> <li>▪ 5.10 Field Trips</li> </ul> <p>Procedures:</p> <ul style="list-style-type: none"> <li>▪ 2.04 Volunteers</li> </ul>	