Volunteer Handbook

TEAM

“Together Everyone Achieves More”

Thanks for doing your part!
Jack Miner Public School Policy for Volunteers

Preamble

In the best interest of student safety, the Jack Miner Parent Council and School Administration deem a volunteer to fall under the following heading and therefore note that the policy applies to:

* Volunteers who assist in the school on a weekly basis (as opposed to a volunteer who participates in a one day activity.)
* Supervisors on overnight excursions.
* Co-op students.
* Drivers of children.
* Non-parent, non-guardian volunteers not known to the community.
* Others, as deemed necessary by the Principal.

POLICY

1. The Greater Essex County District School Board Administration and Jack Miner Parent Council acknowledges their responsibility under the Education Act to use its best efforts to protect and provide a safe and secure learning environment for students, employees and property. We are in a position of trust with regard to students and must strive to protect their intellectual, physical, mental and emotional well-being.

2. The Greater Essex County District School Board Administration and Jack Miner Parent Council shall encourage community wide participation in the daily operation of the schools.

3. The Greater Essex County District School Board Administration shall accept volunteers who may assist teachers with school activities.

4. The Greater Essex County District School Board Administration shall provide liability insurance for volunteers who are acting within the scope of their duties.

5. The Greater Essex County District School Board Administrators and Jack Miner Parent Council will not allow school access to volunteers who have direct and regular contact with students:
   - who have not provided a Criminal Background Check, or
   - who have provided a Criminal Background Check that has been adjudicated and found to present an unacceptable risk to students and/or staff.

REGULATIONS

The Education Act, Section 171, (1), 4
The Education Act, Safe Schools Act, Regulation 322/03
Municipal Freedom of Information and Protection of Privacy Act
Volunteers in the School

Welcome to our school and thank you for offering to be a volunteer. Your support is greatly valued as it adds to the development of student growth and school programming. As a volunteer, you will be working with students, staff, and other volunteers. It is essential that you, and the people you work with, establish a mutually satisfying relationship which will prove helpful to our students. This relationship should rest on trust, co-operation and a clear understanding of the role.

1. Confidentiality is of the highest priority. Volunteers may come to know sensitive information regarding a student’s academic ability, relationships with others, behaviour etc. We ask that this information remain confidential and not discussed with the community at any time.

2. Please remember that any evaluation of school personnel, students or programs is the responsibility of the teachers and / or the school administration only.

3. As a volunteer you may be involved in a variety of activities in our school. Please be aware that you are ultimately responsible to the classroom teacher and the principal, and will at all times work under the direction of a designated staff member. Remember also that the school principal and / or staff members are always there to respond to any questions or concerns that you may have.

4. Safety is of paramount importance. Please be prepared for a staff member to ask you to identify yourself.

5. Please note that every school in the province follows the provincial “Code of Conduct” and it applies to all individuals within the school including volunteers.

Once again, thank you for your support and understanding of student needs, and for supporting school staff and students.
Volunteers in the School

While all persons are appreciated and encouraged to volunteer their services, the teacher, and principal reserve the right to accept or deny any offer of volunteer services. The determining factors in the selection of volunteers may include but are not limited to: personal suitability, experience, performance, demonstrated responsibility, and skills beneficial to the assignment.

The specific times and conditions under which the volunteer contributes will be mutually agreed upon by the volunteer and the staff member responsible for the activity.

Volunteers are governed, to varying degrees by the relevant Ministry of Education legislation and regulations, as well as by any Board policies and practices.

It is understood that all volunteers are supervised. If a volunteer’s participation is deemed not to be appropriate, the supervising staff member or principal will inform the volunteer that his or her services will no longer be required.

Role of Volunteers

1. Volunteers cannot assume any responsibility for the diagnosis of learning strengths or difficulties, the assignment of learning experiences, the evaluation of pupil progress or discipline.

2. Volunteers should not be privy to any evaluation of students, school personnel or program or made a party to any personal information on students or staff and their families. At all times school personel and volunteers must be cognizant of the confidential implications of the Municipal Freedom of Information and Protection of Privacy Act.

3. All volunteers must treat as confidential all personal information that they may acquire in the fulfillment of their role.
Volunteers Assisting within the School or Extra Curricular & Field Trips

The guidelines for supervision include:

Constant Visual Supervision (Low Risk)

Constant visual supervision means that a teacher is always present, watching the activity in question. Only one activity requiring constant supervision may take place while other activities are going on.

On Site Supervision (Medium Risk)

On site supervision entails the teacher presence but not necessarily constantly viewing only one specific activity.

In the Area Supervision (High Risk)

In the area supervision means that the teacher could be in the gymnasium while another activity is taking place nearby to the gymnasium.

Risk Management

Recognizing that the welfare of our students is at all times of paramount importance, all teachers are required to exercise their full responsibility for care, welfare and supervision of pupils. In this regard, all volunteer activities should be appropriately deemed prior to the assignment of volunteers.

Dependent upon the risk factor of the activity, the extent of volunteer use and designation of responsibility for students should be given careful consideration.

<table>
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<th>Level of Risk</th>
<th>Description</th>
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| Low Risk      | - In classroom under direct supervision of school staff  
                - In an open, common area (for example, hallways, library) with intermittent observation and constant direction |
| Medium Risk   | - In an isolated area working with a group of students |
| High Risk     | - Coaching or other group activity on or off site  
                - In an isolated area working with one or two students |
Transporting of Students

It is required that all parents or volunteers transporting student complete the “Authorization to Transport Student Participating in School Events” form and provide proof of appropriate insurance.

Education Act:

ONTARIO REGULATION 474/00

No Amendments

ACCESS TO SCHOOL PREMISES

Notice of Currency:* This document is up to date.

*This notice is usually current to within two business days of accessing this document. For more current amendment information, see the Table of Regulations (Legislative History).

This is the English version of a bilingual regulation.

1. This Regulation governs access to school premises under section 305 of the Act. O. Reg. 474/00, s. 1.

2. (1) The following persons are permitted to be on school premises on any day and at any time:

   1. A person enrolled as a pupil in the school.

   2. A parent or guardian of such a pupil.

   3. A person employed or retained by the board.

   4. A person who is otherwise on the premises for a lawful purpose. O. Reg. 474/00, s. 2 (1).

(2) A person who is invited to attend an event, a class or a meeting on school premises is permitted to be on the premises for that purpose. O. Reg. 474/00, s. 2 (2).

(3) A person who is invited onto school premises for a particular purpose by the principal, a vice-principal or another person authorized by board policy to do so is permitted to be on the premises for that purpose. O. Reg. 474/00, s. 2 (3).
Subsection (1), (2) or (3) does not entitle a person to have access to all areas of the school premises. O. Reg. 474/00, s. 2 (4).

Subsection (1) does not restrict the right of the board to lock the school premises when the premises are not being used for a purpose authorized by the board. O. Reg. 474/00, s. 2 (5).

A person is not permitted to remain on school premises if his or her presence is detrimental to the safety or well-being of a person on the premises, in the judgment of the principal, a vice-principal or another person authorized by the board to make such a determination. O. Reg. 474/00, s. 3 (1).

A person is not permitted to remain on school premises if a policy of the board requires the person to report his or her presence on the premises in a specified manner and the person fails to do so. O. Reg. 474/00, s. 3 (2).

Volunteer Information Form

Name: __________________________________ (First) (Last)

Address: ____________________________________________

Telephone Number: _________________________

Description of activity: ________________________________________________________________

______________________________________________________________

Signature: ____________________________ Date: ______________

(Signature indicates you have received, read and understood the JMPS Volunteer Handbook.)
This section to be completed by school personnel only. Volunteers will be contacted if any additional documentation is required.

Staff/Classroom Assignment: ________________________________

Activity Risk Factor:

- Low Risk  (No Explanation or Documentation Required)  ☐

- Medium Risk  (Explanation Required)  ☐
  Explanation: ____________________________________________

- High Risk (Additional Documentation Required As Checked)  ☐

Police Clearance:  ☐

Authorization to Transport Students Participating in School Events:  ☐

T.B. Skin Test:  ☐

School Staff Sponsor: _______________________________________

JMPS Authorization: ___________________________ Date: ___________