



<b>ADMINISTRATIVE PROCEDURE STUDENTS, PARENTS AND COMMUNITY</b>	
Effective:	April 1, 2026
Last Revised:	March 24, 2026

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## VOLUNTEERS

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### 1. PURPOSE

The Rainbow District School Board has established this administrative procedure to encourage the engagement of volunteers within our schools.

The board recognizes that volunteers provide an important service to the school community by enriching the educational experience of students and supporting the staff.

This procedure also addresses the responsibilities that school administrators have to plan for the effective use of volunteers and to protect all students in their care.

### 2. DEFINITIONS

**Criminal Record Check:** In respect to a school board, this means a document concerning an individual that was prepared by a police force or service from national data on the Canadian Police Information Centre (CPIC) database. The background check contains information concerning the individual's personal criminal history.

**Vulnerable Sector Check:** This is a Criminal Record Check that includes additional information relevant to those working with vulnerable sectors (e.g., children). Most police services require a letter from the agency indicating the reason for the request.

**Offence Declaration:** Offence declaration means a written declaration signed by an individual, listing all the individual's convictions, warrants, and charges for offences under the *Criminal Code (Canada)* up to the date of the declaration that are not included in a criminal background check or the last offence declaration collected on behalf of the board.

**Volunteer:** A volunteer is a person who chooses to give of their time to support staff and students to enhance learning activities. Volunteers receive no remuneration.

### 3. APPLICATION

This administrative procedure applies to all volunteers working in Rainbow District School Board that have direct contact with students.

#### 4. PROCEDURES

##### 4.1 Volunteer Contributions

- 4.1.1 Parents, guardians, and community members are welcome as volunteers in the schools of Rainbow District School Board. They can provide valued support to students and the school staff.
- 4.1.2 The personal interests, background, and commitment of volunteers can enhance programs, services, and educational opportunities in the school, while volunteering can provide valuable experience, personal growth, and satisfaction for volunteers.
- 4.1.3 Volunteers are valued education partners who foster interaction and co-operation among the home, school, and wider community.

#### 5. BOARD EXPECTATIONS

- 5.1 The recruitment, screening, selection and assignment of volunteers is the responsibility of the school principal.
- 5.2 Volunteers require a Criminal Record Check, including a vulnerable sector check. The required form can be obtained from the local police force and maintained in the school office to issue to volunteers. An original printed copy, or protected electronic copy, must be viewed and retained by the principal of the school prior to any volunteer having contact with students. Principals may issue a letter from the school to support the acquisition of this check, as required by most police organizations.
- 5.3 The principal shall collect an offence declaration annually thereafter from the individual if he or she continues to volunteer at the school.
- 5.4 A new record check will be required **every five years**
- 5.5 It is the responsibility of the volunteer to provide a new record check as soon as possible, any time they are charged with, or convicted of, an offence under the Criminal Code of Canada

#### 6. RESPONSIBILITIES OF THE PRINCIPAL

- 6.1 The principal is responsible for promoting a positive, safe, and secure learning and working environment for students and staff members.
- 6.2 The principal or designate is responsible for:
  - a) determining the volunteering needs of the school;
  - b) the recruitment, selection, and screening of volunteers;
  - c) approving and defining volunteer assignments;
  - d) training and orientation;

- e) the supervision of volunteers;
  - f) the assessment of the volunteer program; and
  - g) appropriate recognition of the volunteers.
- 6.3 The principal, at the beginning of the school year, will consult with staff and the school council to determine the needs, preferences, and tasks which could be supported by a volunteer. Staff members may also be surveyed to gather input about how volunteers could support school activities.
- 6.4 An invitation to parents and guardians to be volunteers in the school will be most successful if specific tasks are defined. The volunteers then have a clear understanding of the activities in which they may be involved.
- 6.5 A staff member may be designated in each school as a coordinator of volunteers. The principal and/or coordinator may then designate other staff members to act as supervisors for the volunteers.
- 6.6 Periodic review of the overall volunteer program is necessary to measure its impact and to make adjustments necessary to its ongoing success.

## **7. GUIDELINES**

- 7.1 Volunteers are required to review the RDSB Concussion Awareness Video.
- 7.2 Volunteers are required to review the RDSB Code of Conduct.
- 7.3 Volunteers are required to review the RDSB Acceptable Use of Communication and Information Technologies and Digital Citizenship. Volunteers who maintain personal social networking / personal electronic media / personal web-based email accounts shall not allow any student access to said sites nor agree to contact or interact with students on a student maintained social network, electronic media, or email account unless the student is a member of the employee's family or for purposes pre-approved by the Administration.
- 7.4 Schools will ensure that volunteers follow an orientation process which includes information regarding, health and safety issues, legal liability, procedures for reporting suspected child abuse, and school routines and emergency procedures (e.g., fire drill or school lockdown).
- 7.5 Schools will ensure that volunteers are aware of, and follow, the board code of conduct. They must know the process to follow if they encounter difficulties with a student.

## **8. DUTY OF CARE**

- 8.1 All staff members have a high “duty of care” under the *Education Act*, the *Child and Family Services Act* and other legislation. Though certain duties and responsibilities can be delegated to volunteers, staff members cannot divest themselves of this duty of care.

- 8.2 The investment of time in screening, preparation, and training of the volunteer should be in proportion to the time, extent, and nature of involvement the volunteer will have with the students; i.e. the degree of impact and risk that the volunteer would reasonably have under the “duty of care”.
- 8.3 The principal retains the authority to accept or decline any volunteer’s offer of service without appeal and to halt, without appeal, volunteer activity.

## **9. REQUIREMENT FOR CONFIDENTIALITY**

- 9.1 Volunteers are expected to adhere to the requirement for confidentiality under the *Municipal Freedom of Information and Protection of Privacy Act* and to comply with administrative procedures as they relate to them and their role within the school environment. Volunteers must complete a Confidentiality Agreement prior to beginning their role.
- 9.2 The proper use of privileged information is very important in a school setting. It protects the students and staff and at the same time ensures all volunteers the right to be treated with the same degree of confidentiality and respect. In a school environment volunteers will acquire information about students and staff, but must not share information with anyone other than appropriate staff. Volunteers will also refrain from expressing opinions that would cause harm to the reputation of the staff or students.
- 9.3 Volunteers are not permitted to have free access to student records. In cases where volunteers are assisting in tasks that require limited access to student or parent information, it will be provided only under the direct supervision of staff. Access to such information will be limited to the minimum amount required to complete specific tasks (e.g., if volunteers are distributing pizza, they may require a list of student names and class numbers; if volunteers are assisting with a school raffle, they may handle tickets that contain the name and phone number of those people purchasing tickets).
- 9.4 Volunteers will be privy to only that personal information which they need for a consistent purpose to perform the function they have been assigned. In some circumstances, the volunteer may require limited background information on a student to best understand the particular needs of the student for the purpose of providing proper assistance. An appropriate staff member (i.e., the teacher or principal) will share the minimum amount of information required for the volunteer to complete the tasks required (e.g., if a volunteer is reading with a student, the teacher could share specific strategies the student is working on and which texts are most appropriate; if a volunteer is playing math games with a student, the teacher could share the specific games and skills the student is working to consolidate).
- 9.5 Volunteers may not video or audio record staff or students without approval of the principal. The principal shall ensure that students whose images are recorded have appropriate consent on file. Any recordings must be in compliance with the Administrative Procedure for Acceptable Use of Information and Communication Technologies.

**REFERENCE DOCUMENTS**

*Education Act, section 169.1 Board Responsibility for Student Well-Being*

*Education Act, subsection 171 (1) Powers of Boards: Voluntary Assistants*

*Education Act, section 265 Duties of Principal: Care of Pupils*

*Child and Family Services Act—Duty to Report*

*Municipal Freedom of Information and Protection of Privacy Act*

Ontario Regulation 474/00 Access to School Premises

Ontario Regulation 521/01—Collection of Personal Information

PPM No. 128 The Provincial Code of Conduct and School Board Codes of Conduct

Board Policy No. GOV-01 Vision, Mission, and Values

Board Policy No. GOV-03 Role of the Board of Trustees

Board Policy No. GOV-06 Role of the Director of Education

Board Policy No. GOV-12 Learning and Working Environment: Safe Schools

Policy No. GOV-14 Parent/Guardian and Community Relations

Rainbow District School Board *Code of Conduct*

Hastings and Prince Edward District School Board Administrative Procedure: Volunteers in Schools

Toronto District School Board Procedure PR558 - Parent and Community Involvement

Simcoe County District School Board Non-Teaching Personnel (3200): Volunteers in Schools (3250)

Supporting Children and Students Act, 2025