

**200.5(7) Procedures**

**Policy 200 VOLUNTEERS**

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**200.5(7.1) Recruitment**

Each school administrator/manager is encouraged to review recruitment practices for volunteers on a regular basis. At the school level, this review can be conducted in consultation with the school council, and may include such tools as a volunteer survey.

**200.5(7.2) Screening**

Volunteer screening protects students, employees, the potential volunteer and the organization. It can support volunteer retention by ensuring that, where possible, volunteers are assigned roles and responsibilities best suited to their skills and interests.

7.2.1 No person shall be denied volunteer involvement with the district for reasons prohibited under the NL Human Rights Code.

7.2.2 School administrators/managers shall ensure that the following basic information is collected and updated for all volunteers:

- a) Full name
- b) Mailing address
- c) Phone number.

7.2.3 As per NCSO Policy 700.1: *Criminal Reference Checks/Police Checks*, all volunteers must submit a satisfactory Criminal Reference Check (CRC), including a Vulnerable Sector Query, prior to being approved for volunteer duties at a school. As per Policy 700.1, volunteers must submit a **Criminal Offence Declaration** on an annual basis, once a satisfactory CRC has been provided.

7.2.4 Depending on the nature of the volunteer work of an individual (e.g. sporadic), or the reasonable concern by a school administrator/manager that there has been an occurrence which may show up on a CRC, the school administrator/manager may request an up-to-date CRC from an active volunteer as deemed necessary.

7.2.5 Depending on the volunteer duties to be carried out, school administrators/managers may wish to consider an individual's background, skills, interests, availability and references when screening.

**200.5(7.3) Support and Supervision**

The kind of support appropriate for volunteers will depend on the types of duties they are assigned.

7.3.1 All volunteers are to be advised of the person that they report to at the school/ worksite such as a teacher sponsor, school secretary, volunteer coordinator or the school administrator/manager.

7.3.2 School administrators/managers shall ensure that volunteers are supervised as necessary based on the tasks that they perform and their level of skill/expertise.

7.3.3 A volunteer should be provided with feedback and expectations for improvement, where there are concerns regarding his/her performance.

**200.5(7.4) Volunteer Assignments**

7.4.1 Schools are encouraged to develop written descriptions for volunteer assignments. Such descriptions can outline roles and responsibilities, time required, benefits, accountability and so on.

7.4.2 Volunteers are expected to behave in a professional and respectful manner at all times when performing their duties.

7.4.3 Volunteers shall not purport to represent the district or a school/worksite, or to speak on their behalf at outside activities, unless authorized to do so.

**200.5(7.5) Orientation and Training**

School administrators/managers should ensure that volunteers are provided with an orientation to the school/worksite where they are assigned, and the training needed for them to undertake their volunteer duties.

7.5.1 Volunteers are expected to perform their duties in accordance with district and school/worksite values and policies, and shall be advised of policies and procedures relevant to their duties.

7.5.2 *As per NCSD Policy 400.7: Use of Private Vehicles,* Volunteers who transport students in private vehicles shall complete a volunteer driver application form and follow the district policy.

**200.5(7.6) Confidentiality and Privacy**

All employees and volunteers with Nova Central School District are governed by the *NL Access to Information and Protection of Privacy Act (ATIPPA)*.

- 7.6.1 Volunteers have the right to have their personal information protected and handled in a confidential and sensitive manner.
- 7.6.2 Volunteers are expected to only be permitted access to personal information for other individuals (as defined by ATIPPA) on a limited basis, where required to perform their duties.
- 7.6.3 Where permitted such access, volunteers are expected to protect such personal information and handle it in a confidential and sensitive manner.
- 7.6.4 Volunteers may be required to complete a confidentiality agreement as determined necessary by the school administrator/manager.
- 7.6.5 Volunteers must respect others' beliefs and values and not impose their personal views on others, or become involved in the personal affairs of students or employees.

**200.5(7.7) Health and Safety**

All volunteers have the right to perform their duties in a safe and healthy environment.

- 7.7.1 Volunteers should receive health and safety training appropriate to the task.
- 7.7.2 Volunteers have the right to perform their duties in an environment free from harassment and intimidation.
- 7.7.3 Volunteers should immediately report any accident or injury that occurs during the performance of their duties.

**200.5(7.8) Insurance**

- 7.8.1 Volunteers are covered by the provincial government's General Liability Policy "while acting at the direction of their supervisor and within the scope of their duties." This would apply in situations where there was damage to the property of/injury to a third party as a result of a volunteer's actions while carrying out their duties. There are limitations and exclusions to this coverage.
- 7.8.2 Volunteer drivers who transport students in their personal vehicles are required to follow section 7.4: Insurance in [\*NCSD Policy 400.7: Use of Private Vehicles\*](#).

**200.5(7.9) Reimbursement of Expenses**

- 7.9.1 Where funds permit and a volunteer requests reimbursement, school administrators/ managers may reimburse for reasonable out-of-pocket expenses.

Volunteers should be advised about what expenses will be covered and how they will be reimbursed.

- 7.9.2 Expenses for volunteer drivers may be reimbursed in accordance with section 7.8 of *NCS D Policy 400.7: Use of Private Vehicles*.

**200.5(7.10) Complaints and Discipline**

7.10.1 School administrators/managers have the authority to manage their schools/worksites in order to maintain order and discipline; to protect the health and safety of employees, students and volunteers; and, to achieve the goals of the organization. From time to time, school administrators/managers may have to address performance issues with a volunteer or change a program or service involving volunteers. Volunteers also have the right to have their concerns heard.

- a) It is recommended that schools/worksites develop clear practices for dealing with complaints by or about volunteers, and for addressing performance issues with a volunteer.
- b) Depending on the situation, volunteers may be offered another role or their volunteer services may be terminated.

**200.5(7.11) Recognition**

Nova Central School District supports the recognition of volunteers for their contributions. Volunteers can be informally recognized in a variety of ways, including in school newsletters, with personal cards and notes and at meetings. Schools/worksites are also encouraged to formally recognize volunteers for their contribution during Volunteer Appreciation Week, and at other appropriate times during the year. Tips on recognizing volunteers are available through a variety of resources, including [www.envision.ca](http://www.envision.ca).