

<b>Division</b>	<b>Policy Series</b> 200	<b>Policy #</b> 200.5
<b>Subject</b> Volunteers	<b>Replaces</b>	
<b>Responsible Authority</b> <ul style="list-style-type: none"> <li>• <b>Director of Education</b></li> <li>• <b>Senior Administrative Officer (Corporate Services)</b></li> <li>• <b>School administrator/manager</b></li> </ul>	<b>Date Approved</b> <b>November 6, 2012</b>	
	<b>Effective Date</b> <b>December 1, 2012</b>	
<i>Date Reviewed</i>	<i>Date Revised</i>	

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### 200.5(1) Policy Name

#### **Volunteers**

### 200.5(2) Policy Statement

- 200.5(2.1) Nova Central School District recognizes and supports the vital role that volunteers play in the delivery of programs and services for the organization.
- 200.5(2.2) A screening process for all volunteers, including the submission of a satisfactory Criminal Reference Check (CRC), shall be conducted at all schools and worksites, in accordance with [NCS D Policy 700.1](#).
- 200.5(2.3) Volunteers shall be provided with a level of supervision appropriate to their roles and responsibilities.
- 200.5(2.4) Volunteers shall be provided with orientation to the district and school/worksites, appropriate to their roles and responsibilities.
- 200.5(2.5) Volunteers shall be advised of policies and expectations relevant to the task.
- 200.5(2.6) The contributions of volunteers are consistently acknowledged through formal and informal methods of recognition.

### 200.5(3) Policy Rationale/Purpose

Volunteers are valued members of our school district. They make excellent contributions to educational programs and services as well as extra-curricular activities. They assist with classroom activities and field trips, tournaments

and special events, library services, breakfast programs, and many other initiatives.

Volunteering is a two-way street, with benefits for both the organization and the volunteer. Our school district clearly benefits from the engagement and support of numerous volunteers. At the same time, volunteers derive a sense of satisfaction from their involvement, gain a greater understanding of the educational system and often enhance their skills and resumes through volunteering.

Volunteers have rights and responsibilities and each school or worksite should clearly communicate those rights and responsibilities to all volunteers.

#### **200.5(4) References**

- 200.5(4.1) The Canadian Code for Volunteer Involvement
- 200.5(4.2) [www.envision.ca](http://www.envision.ca) (Community Sector Council NL)

#### **200.5(5) Scope**

This policy applies to the use of volunteers at all NCSD schools and other worksites.

#### **200.5(6) Roles and Responsibilities**

- 200.5(6.1) The **Senior Administrative Officer (Corporate Services)** shall be responsible for the implementation, monitoring and revision of this policy.
- 200.5(6.2) The **School Administrator/Manager** shall be responsible for ensuring the implementation of this policy at individual schools and worksites, and for developing school-based policies as necessary governing the recruitment, deployment and management of volunteers.

#### **200.5(7) Procedures**

- 200.5(7.1) **Recruitment**
- 200.5(7.2) **Screening**
- 200.5(7.3) **Support and Supervision**
- 200.5(7.4) **Volunteer Assignments**
- 200.5(7.5) **Orientation and Training**
- 200.5(7.6) **Confidentiality and Privacy**
- 200.5(7.7) **Health and Safety**
- 200.5(7.8) **Insurance**
- 200.5(7.9) **Reimbursement of Expenses**
- 200.5(7.10) **Complaints and Discipline**
- 200.5(7.11) **Recognition**

*\*Please refer to NCSD Operational Procedures*

## **200.5(8) Definitions**

### **200.5(8.1) VOLUNTEER**

For the purposes of this policy, a volunteer is a parent/guardian or member of the general public who carries out unpaid work on a regular or occasional basis in support of NCS D goals, programs and services, and who does not expect to benefit materially or financially from his/her volunteer role. Volunteers can provide practical assistance in the delivery of programs and services, and/or can be involved in consultative or leadership roles (e.g. committees, school councils, Board of Trustees).

## **200.5(9) Review**

This policy shall be reviewed every two years.

## **200.5(10) School Policy**

It is recommended that schools develop their own policies, in line with district policies, if they use volunteers.