



Volunteers

#300.12

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| Adopted: | May 29, 2015 |
| Last Reviewed/Revised: | February 24, 2026 |
| Responsibility: | Superintendent of Education |
| Next Scheduled Review: | 2029-2030 |

Policy Statement

The Brant Haldimand Norfolk Catholic District School Board (the Board) believes that the support of volunteers increases and enhances learning opportunities for students and assists staff in the daily operations of the school. Volunteerism is recognized as a core component of the Catholic teachings on the importance of service and stewardship to others. When parents/guardians or community members contribute their time and effort to support curricular and co-curricular programming in schools, they are carrying out the mission of the Catholic Church by helping young people to reach their full potential.

The safety of pupils, staff and property is paramount to the Brant Haldimand Norfolk Catholic District School Board. Every precaution is taken, in all situations, to provide and maintain safe, welcoming and secure learning and working environments. All volunteers, particularly those working in schools, must be vetted by the school principal or supervisor of the building they will be serving. The vetting process will include the volunteer submitting a Vulnerable Sector Check (VSC) which will be collected and stored by the school principal or supervisor of the building that the volunteer will be serving. Volunteers must complete an Accessibility for Ontarians with Disabilities Act (AODA) training module as well as review a Rowan's Law Concussion Awareness Resource and the Board's Concussion Code of Conduct. Volunteers are subject to the same professional standards and safety provisions to which Board employees are held. That is the Brant Haldimand Norfolk Catholic District School Board expects all its volunteers to act in *loco parentis* of the children they are serving.

Application and Scope

The intention of this Policy and Administrative Procedure is to provide direction to supervisors of volunteers. The Brant Haldimand Norfolk Catholic District School Board through its various supervisors will ensure that:

- volunteers provide current Vulnerable Sector Check (VSC) prior to the commencement of any volunteer service
- volunteers will henceforward provide an updated Vulnerable Sector Check (VSC) every five years;
- volunteers provide a completed *Volunteer Criminal Offence Declaration* form each year a Vulnerable Sector Check (VSC) is not required;
- volunteers provide a signed Volunteer Confidentiality Agreement;
- volunteers complete the Accessibility for Ontarians with Disabilities Act (AODA) training module prior to the commencement of any volunteer service;
- volunteers complete the Concussion Awareness Training and Acknowledgement process annually; and,
- volunteers are trained and supported by the appropriate principal or supervisor.



References

- Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)
- Education Act, R.S.O. 1990, c.E.2, Section 171(1)(4)
- Education Act and Regulation 521/01, as amended by Regulation 323/03 Personal Health Information Protection Act, 2004. S.O. 2004 (PHIPA)
- Occupational Health and Safety Act, PART III.0.1 Violence and Harassment Retention Schedule
- 300.15 Police Records Check/Vulnerable Sector Check (VSC)
- 500.01 Educational Field Trips Policy Board Expenditure Guidelines
- Safe Schools Act, Reg. 521/02
- Concussions Policy and Administrative Procedure 200.08
- Privacy and Information Management Generic Records Retention Schedule, MAY 8, 2019
- Brant Haldimand Norfolk Catholic District School Board website, *Volunteers*, found here:
<https://www1.bhncdsb.ca/volunteers/>

Forms

- Vulnerable Sector Check (VSC) Request form
- Volunteer Criminal Offence Declaration form
- Volunteer Confidentiality Agreement
- Volunteer Concussion Awareness Acknowledgement form
- Volunteer Tracking Checklist

Definitions

loco parentis: a Latin term meaning "in the place of a parent," referring to a legal concept where a person or organization assumes the duties, rights, and responsibilities of a prudent parent, even without a biological or adoptive link to the child.

Principal: the individual who is the supervisor of a particular school as defined by the Ontario Education Act.

Site Supervisor: the individual who is the supervisor of a board building or department that is not part of a school.

Supervisor: the individual responsible for the activity at the site where the volunteer is offering his/her (their) time.

Volunteer: an individual over the age of 18 who agrees to undertake, without pay, a designated task which supports any learning environment, or system-wide program.



Administrative Procedures

1.0 Principals or Supervisor

1.1 Determining the Need for Volunteers

The principal or site supervisor will determine if there is a need for a volunteer and will determine the duties that a volunteer will fulfill. In school, if the supervisor is not the principal, the supervisor will submit an outline of the volunteer program to the school principal for approval. The principal or supervisor may delegate this responsibility to another staff member, however, the principal or supervisor must ultimately approve all volunteers and their corresponding duties.

1.2 Planning for Volunteers for the Upcoming School Year

The principal or site supervisor may communicate to parents/guardians before the end of June each year outlining the Vulnerable Sector Check (VSC) process. This letter provides the parents/guardians the ability to request the required forms from the school and begin the Vulnerable Sector Check (VSC) process for the upcoming school year.

Vulnerable Sector Checks (VSC) can take a lengthy time to process. It is recommended that principals or site supervisors provide potential volunteers with as much time as possible to complete the process.

1.3 Processing Forms

The principal or site supervisor (or designate) will provide the following forms for completion to a potential volunteer:

- Vulnerable Sector Check (VSC) Request form
- Volunteer Confidentiality Agreement form

To ensure privacy, all forms must be returned in a sealed envelope directly to the principal or site supervisor. In jurisdictions where volunteers are charged for a Vulnerable Sector Check (VSC) and any supplementary items or processes attached with this police screening, the Board will not pay such costs.

A potential volunteer must provide a current (i.e. issued within three months of submission) Vulnerable Sector Check (VSC) that indicates that the volunteer has no offences or occurrences to the principal or site supervisor.

The principal or site supervisor will provide the volunteer's name and the date of the Vulnerable Sector Check (VSC) to the school or site secretary for tracking. If a volunteer changes location or volunteers in more than one location, the Vulnerable Sector Check (VSC) information follows them or can be shared according to privacy of information legislation. Confirm that each location has a copy of all forms to ensure consistent tracking.

The principal or site supervisor must collect and retain a completed annual Volunteer Criminal Offence Declaration form from the volunteer (if still active) for the next four years. The volunteer must provide a Vulnerable Sector Check (VSC) every five years to the principal or site supervisor.

Individuals who provide a Vulnerable Sector Check (VSC) that indicates that the applicant has an offence or occurrence shall not be approved to volunteer in a school or board building.



Processing Forms of a Volunteer Who is an Employee of the Board

A Board employee may volunteer at a school, other board site or for an activity connected to a school or other board site as long as the volunteering does not conflict with their workday. The principal or site supervisor must contact in writing (e.g. e-mail) the appropriate Human Resources Coordinator and request confirmation that the Board possesses an up-to-date Vulnerable Sector Check (VSC) or Offence Declaration. Human Resources will provide confirmation in writing which the principal or site supervisor must keep on file in place of the paper copy of the volunteer's Vulnerable Sector Check (VSC) or Volunteer Criminal Offence Declaration. If the Human Resource Coordinator has information that requires risk assessment, the request is escalated to the Director of Education or designate for adjudication. The principal or site supervisor must:

- annually request and receive confirmation that the employee/volunteer's Vulnerable Sector Check (VSC) or Offence Declaration is current;
- ensure that all other volunteer sections of the Volunteer Administration Procedures apply.

Storage of Forms

All Vulnerable Sector Check (VSC) certificates, Volunteer Criminal Offence Declaration forms, Volunteer Concussion Awareness Acknowledgement forms and Volunteer Confidentiality Agreements, must be received in a sealed envelope by the principal or site supervisor and kept in a secure location accessible only to the principal or site supervisor. All records must be disposed of in accordance with the Board's Privacy and Information Management Guidelines and in accordance with the Board's retention schedule.

Maintaining Ongoing Records

Principals and site supervisors must consider the following when maintaining ongoing records:

- All volunteers should appear on a school or site Volunteer Tracking Checklist maintained by the secretary. Each year this list must be reviewed, and the appropriate forms filled out and submitted;
- Volunteers must provide a Vulnerable Sector Check (VSC) every five years;
- Volunteers will sign the annual Volunteer Criminal Offence Declaration form in the four years in which they do not have to submit the Vulnerable Sector Check (VSC); and,
- The Volunteer Tracking Checklist must verify that each year a Vulnerable Sector Check (VSC) or (if appropriate) annual Volunteer Criminal Offence Declaration form has been submitted and a Volunteer Confidentiality Agreement has been signed.

Volunteers on Educational Field Trips and/or Excursions

A current Vulnerable Sector Check (VSC) and a completed Volunteer Confidentiality Agreement must be provided by every volunteer on an educational field trip and/or excursion in advance of the event date.



Providing Information to Volunteers

Once the volunteer has provided the principal or site supervisor with an acceptable Vulnerable Sector Check (VSC) (or a completed Volunteer Criminal Offence Declaration) and a completed Volunteer Confidentiality Agreement, the principal or site supervisor will provide an orientation of the work site. The orientation program will consist of training that outlines the duties and obligations of the volunteer.

Volunteers are insured under the Board's Public Liability Insurance Policy when performing assigned duties in good faith and in a reasonable and responsible manner. Volunteers should be aware that the Board's insurance does not include a loss of income provision should the volunteer sustain an injury that prevents him/her from resuming normal employment.

Volunteers are required to complete/review:

- an Accessibility for Ontarians with Disabilities Act (AODA) training module;
- a Rowan's Law Concussion Awareness Resource; and,
- the Board's Concussion Code of Conduct.

Terminating Volunteer Service

Principals or site supervisors are expected to provide clear direction and expectations for volunteers and mentor volunteers as they learn the role. Volunteers who do not adhere to Board policies and procedures, undertake an unauthorized role or conduct themselves in a way that is inconsistent with the values espoused by the Board or is contrary to the law, may have their assignment terminated at the discretion of the principal.

2.0 Volunteers

2.1 Role of the Volunteer

A volunteer is expected to:

- Support and model the beliefs and values of our Catholic faith;
- Perform assigned duties as directed by the principal or site supervisor;
- Neither be responsible for the discipline or the evaluation of students;
- Not violate any collective agreement requirements;
- Maintain confidence with any personal information which is shared with them in the performance of their duties, in compliance with MFIPPA and Privacy and Information Management legislation;
- Follow dress and behavior codes and wear an identification badge when volunteering;
- Notify their supervisor of any absence as far in advance as possible;
- Follow Board health and safety rules; and,
- Meet all expectations regarding training and other requirements of the Board.

2.2 Required Forms

Prospective volunteers must obtain the necessary forms from the school or site they wish to volunteer. Volunteers are required to provide a Vulnerable Sector Check (VSC) every five years or if there is a break in the volunteer's service for more than one year. The Vulnerable Sector Check (VSC) must be obtained from the police service that attends to the region or municipality that the volunteer resides. Any costs associated with the Vulnerable Sector Check (VSC) are to be incurred by the volunteer. In the years that a Vulnerable Sector Check (VSC) is not required, the volunteer must complete the Volunteer Criminal Offence



Declaration form in advance of contact with student(s).

Volunteers are required to complete a Volunteer Confidentiality Agreement and the Volunteer Concussion Awareness Acknowledgement every year.

2.3 Submitting the Required Forms:

All documentation must be submitted to the school principal or site supervisor in a sealed envelope.

3.0 Required Training

Rowan's Law – Concussion Awareness Resources and Brant Haldimand Norfolk Catholic District School Board Concussion Code of Conduct

It is incumbent upon the Brant Haldimand Norfolk Catholic District School Board to ensure concussion education and awareness and that its administrative procedure is made available and followed by all school personnel and volunteers. Furthermore, the Board needs to ensure that all staff, volunteers, parents/guardians, and students understand their roles and responsibilities.

Rowan's Law requires the Board to confirm that all volunteers have received the Rowan's Law Concussion Awareness Resource and the Board Concussion Code of Conduct through a signed acknowledgement before a volunteer can work with students or participate at any Board inter-school sport.

Volunteers will access the:

- Rowan's Law Concussion Awareness Resource;
- BHNCDSB Concussion Code of Conduct; and
- Volunteer Concussion Awareness Acknowledgement form

on the Get Involved – Volunteers page of the Board's website (www.bhncdsb.ca).

The Volunteer Concussion Awareness Acknowledgement form must be submitted to the school principal or site supervisor in a sealed envelope. Acknowledgement is valid for the current school year (September 1 to August 31) and must be renewed for each year of volunteer work.

Accessibility for Ontarians with Disabilities Act (AODA)

All prospective volunteers must complete an online Accessibility for Ontarians with Disabilities Act (AODA) training module. Once a volunteer completes the online training, a certificate acknowledging completion must be provided to the principal or site supervisor of the location where the volunteering will occur in advance of contact with student(s). Volunteers who are serving at more than one location may provide a photocopy of the certificate.

Volunteers will access the Accessibility for Ontarians with Disabilities Act (AODA) training module on the Get Involved – Volunteers page of the Board's website (www.bhncdsb.ca).



Vulnerable Sector Check (VSC) Request Form

The Brant Haldimand Norfolk Catholic District School Board partners with volunteers inside and outside of the classroom. We value our volunteers and the services they provide. A Vulnerable Sector Police Check AND completion of an Accessibility for Ontarians with Disabilities ACT (A.O.D.A.) training module are requirements of the Brant Haldimand Norfolk Catholic District School Board for all volunteers.

The following individual is a volunteer and receives no compensation for their work other than (if applicable) an allowance for expenses or an honorarium and excludes a person receiving some other form of credit such as academic credit or fulfilling a sentence requirement.

Volunteer Information

Date (yyyymmdd):

Legal Name of Volunteer (First, Middle, Last):

Date of Birth of Volunteer (yyyymmdd):

Volunteer Position (include a brief description of duties):

How does this volunteer position relate to working with vulnerable people:

Board (Agency) Contact

Name:

Title/Position:

Email:

Phone:

Signature (electronic):

Online VSC Brantford City Police: visit www.brantfordpolice.ca (Choose the **Police Records Check** item from the **Links** menu).

Online VSC Ontario Provincial Police: visit [Ontario Provincial Police - Police Record Checks \(opp.ca\)](http://Ontario Provincial Police - Police Record Checks (opp.ca))

Information Collection Authorization

Notice of Collection: The personal information you have provided on this form and any other correspondence relating to your involvement in our programs is collected by the Brant Haldimand Norfolk Catholic District School Board under the authority of the Education Act (R.S.O. 1990 c.E.2) ss. 58.5, 265 and 266 as amended and in accordance with Section 29(2) of the Municipal Freedom of Information and Protection of Privacy Act, (R.S.O. 1990 c.M.56). If you have any questions, please contact the school principal and/or the Freedom of Information Officer, Brant Haldimand Norfolk Catholic District School Board, 322 Fairview Drive, Brantford, ON, N3T 5M8 (communications@bhncdsb.ca). For the full Notice of Collection visit www.bhncdsb.ca.



Volunteer Criminal Offence Declaration

| | | | |
|---|--|-----------------------|------------------------------------|
| Surname | | Given Names | |
| Maiden Name or Other Names used (if applicable) | | Place of Birth | |
| D.O.B. YYYY MM DD | Sex M <input type="checkbox"/> F <input type="checkbox"/> | Area Telephone (Res.) | Driver's License Number |
| Address: Number | Street | Apt./Unit | City/Town/Municipality Postal Code |

I, _____, hereby declare that:

I have no convictions for offences under the Criminal Code of Canada up to and including the _____ date of this declaration for which a pardon has not been issued or granted under the *Criminal Records Act* (Canada).

OR

I have the following convictions for offences under the Criminal Code of Canada for which a pardon under the *Criminal Records Act* (Canada) has not been used or granted:

Signature of Volunteer

Date

***PLEASE RETURN FORM TO SCHOOL PRINCIPAL IN A SEALED ENVELOPE MARKED 'CONFIDENTIAL: VOLUNTEER CRIMINAL OFFENCE DECLARATION'**

| Office Use Only | |
|--------------------------------------|-----|
| Received on: | By: |
| Recorded on Volunteer Tracking Form: | |

Information Collection Authorization

Notice of Collection: In accordance with Section 29(2) of the Municipal Freedom and Protection of Privacy Act, 1989. This information is collected under the legal authority of Section 265(1)(d) of the Education Act, R.S.O. 1990 c. E.2 as amended, and may be used as necessary for some or all of the following principle administrative purposes related to: the Board's operation, school programs and educational services, student records, and Ministries of the Government of Ontario. If you have any questions, please contact the school principal and/or the Freedom of Information Officer, Brant Haldimand Norfolk Catholic District School Board, 322 Fairview Drive, Brantford, ON, N3T 5M8 (Telephone 519-756-6505, Ext. 234)



Volunteer Confidentiality Agreement

Pursuant to the Municipal Freedom of Information and Protection of Privacy Act (M.F.I.P.P.A.), I have read the Confidentiality Agreement provided by the Brant Haldimand Norfolk Catholic District School Board pertaining to the duties and responsibilities of a volunteer.

In accepting the duties and responsibilities of a volunteer with the Brant Haldimand Norfolk Catholic District School Board, I agree to abide by the following terms of confidentiality:

- In the course of the duties as a volunteer, I may become aware of personal and confidential information. The Brant Haldimand Norfolk Catholic District School Board depends on the maturity and loyalty of its volunteers to keep private any such information.
- All information that I may come to know regarding the Board, school, staff, students and their families shall be kept completely confidential.
- It is understood that any breach of this code of confidentiality will result in action by the Board, up to and including withdrawal of current and future volunteer opportunities.

I understand and agree to the terms of this confidentiality agreement.

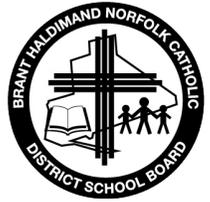
Date: _____

Name: _____
(Please print)

Signature: _____

Information Collection Authorization

Notice of Collection: In accordance with Section 29(2) of the Municipal Freedom and Protection of Privacy Act, 1989. This information is collected under the legal authority of Section 265(1)(d) of the Education Act, R.S.O. 1990 c. E.2 as amended, and may be used as necessary for some or all of the following principle administrative purposes related to: the Board's operation, school programs and educational services, student records, and Ministries of the Government of Ontario. If you have any questions, please contact the school principal and/or the Freedom of Information Officer, Brant Haldimand Norfolk Catholic District School Board, 322 Fairview Drive, Brantford, ON, N3T 5M8 (Telephone 519-756-6505, Ext. 234)



Volunteer Concussion Awareness Acknowledgement Form

| | | | | |
|-----------------|--------|-------------|------------------------|-------------|
| Surname | | Given Names | | |
| Address: Number | Street | Apt./Unit | City/Town/Municipality | Postal Code |

I, _____, hereby declare that:

I have reviewed the Brant Haldimand Norfolk Catholic District School Board's Rowan's Law Concussion Awareness Resource and the Concussion Code of Conduct.

Signature of Volunteer

Date

***PLEASE RETURN FORM TO SCHOOL PRINCIPAL IN A SEALED ENVELOPE MARKED 'CONFIDENTIAL: VOLUNTEER CONCUSSION AWARENESS ACKNOWLEDGEMENT'**

| Office Use Only | |
|--------------------------------------|-----|
| Received on: | By: |
| Recorded on Volunteer Tracking Form: | |

Information Collection Authorization

Notice of Collection: In accordance with Section 29(2) of the Municipal Freedom and Protection of Privacy Act, 1989. This information is collected under the legal authority of Section 265(1)(d) of the Education Act, R.S.O. 1990 c. E.2 as amended, and may be used as necessary for some or all of the following principle administrative purposes related to: the Board's operation, school programs and educational services, student records, and Ministries of the Government of Ontario. If you have any questions, please contact the school principal and/or the Freedom of Information Officer, Brant Haldimand Norfolk Catholic District School Board, 322 Fairview Drive, Brantford, ON, N3T 5M8 (Telephone 519-756-6505, Ext. 234)

Brant Haldimand Norfolk Catholic District School Board
SAMPLE - School Volunteer Tracking Form

| Surname | First Name | CITY/OPP | AODA training complete | Vol. Conf. Agr. | Clearance Certificate Date Approved to Volunteer | Declaration Year 1 | Declaration Year 2 | Clearance Certificate EXPIRY DATE | Relationship to Student |
|---|------------|----------|------------------------------|-----------------------|--|-----------------------|-----------------------|---|-------------------------------|
| IF THERE IS A YELLOW HIGHLIGHTED BOX THE PERSON CANNOT VOLUNTEER AT THIS TIME. | | | | | | | | | |
| Monday, January 26, 2026 | | | | | | | | | |
| Lastname | Firsname | City | o/s | ✓ | 17-Jul-14 | o/s | | 17-Jul-17 | mother |
| Lastname | Firsname | City | o/s | ✓ | 06-Oct-14 | 10-Oct-15 | | 06-Oct-17 | mother |
| Lastname | Firsname | City | o/s | ✓ | 22-Jan-15 | 04-Feb-16 | | 22-Jan-18 | mother |
| Lastname | Firsname | City | o/s | ✓ | 02-Feb-15 | o/s | | 02-Feb-18 | mother |
| Lastname | Firsname | City | o/s | ✓ | 07-Nov-13 | 07-Apr-15 | o/s | 07-Nov-16 | strong start volunteer |
| Lastname | Firsname | City | o/s | ✓ | 02-Dec-13 | 06-Apr-15 | o/s | 02-Dec-16 | father |
| Lastname | Firsname | City | o/s | ✓ | 23-Apr-15 | 06-Apr-16 | | 23-Apr-18 | father |
| Lastname | Firsname | City | o/s | ✓ | 15-May-16 | | | 15-May-19 | mother |
| Lastname | Firsname | City | o/s | ✓ | 19-Jun-13 | 26-May-14 | 23-Oct-15 | 19-Jun-16 | mother |
| Lastname | Firsname | City | o/s | ✓ | 11-May-16 | | | 11-May-19 | mother |
| Lastname | Firsname | City | o/s | ✓ | 13-May-16 | | | 13-May-19 | father |
| Lastname | Firsname | City | ✓ | ✓ | 13-Mar-15 | 07-Apr-16 | | 13-Mar-18 | mother |
| Lastname | Firsname | City | ✓ | ✓ | 15-Mar-15 | 07-Apr-16 | | 15-Mar-18 | father |
| Lastname | Firsname | City | ✓ | ✓ | 23-Oct-13 | 10-Feb-15 | 09-Feb-16 | 23-Oct-16 | mother |
| Lastname | Firsname | City | o/s | ✓ | 21-May-14 | 30-Nov-15 | | 21-May-17 | mother |
| Lastname | Firsname | City | o/s | ✓ | 02-Sep-15 | | | 02-Sep-18 | mother |
| Lastname | Firsname | London | o/s | ✓ | 17-Mar-16 | | | 17-Mar-19 | Western University |
| Lastname | Firsname | City | o/s | ✓ | 28-Sep-14 | 14-Jan-16 | | 28-Sep-17 | grandparent |
| Lastname | Firsname | City | o/s | ✓ | 03-Oct-14 | 14-Jan-16 | | 03-Oct-17 | grandparent |
| Lastname | Firsname | County | o/s | ✓ | 30-Sep-15 | | | 30-Sep-18 | father |
| Lastname | Firsname | City | ✓ | ✓ | 10-Sep-15 | | | 10-Sep-18 | grandparent |
| Lastname | Firsname | City | o/s | ✓ | 30-May-16 | | | 30-May-19 | aunt |
| Lastname | Firsname | City | o/s | ✓ | 15-Jun-13 | 09-May-14 | 10-Apr-15 | 15-Jun-16 | mother |
| Lastname | Firsname | City | o/s | ✓ | 16-Sep-15 | | | 16-Sep-18 | student teacher |
| Lastname | Firsname | City | o/s | ✓ | 31-May-16 | | | 31-May-19 | mother |
| Lastname | Firsname | City | ✓ | ✓ | 15-Apr-15 | 15-Apr-16 | | 15-Apr-18 | mother |
| Lastname | Firsname | City | o/s | ✓ | 02-Jun-16 | | | 02-Jun-19 | father |
| Lastname | Firsname | City | o/s | ✓ | 31-Mar-16 | | | 31-Mar-19 | mother |
| Lastname | Firsname | County | o/s | ✓ | 05-Feb-16 | | | 05-Feb-19 | step-dad |

* Board employee, principal refer to Administrative Procedure.

** Staff, see school principal for details about this volunteer BEFORE the event.