



Volunteer Policy

The involvement of parent and community volunteers in the school can enrich the learning and co-curricular environment by complementing the School's professional staff. The School recognizes the positive aspects of this involvement and appreciates that the relationship between volunteers and the school must be clearly enunciated to maximize its benefits. Volunteers should be regarded as a very important part of the school community.

Elmwood School has the responsibility to provide a safe and secure learning and working environment for students and employees. Elmwood School does its due diligence in ensuring students' intellectual, physical, mental and emotional well-being is protected.

The Elmwood School volunteer policy defines the various levels of volunteers in the school and ensures the appropriate level of security clearance has been obtained so the safety and well-being of students and staff is maintained.

Objective

To ensure that the participation of volunteers in the school is done in a safe, responsible and appropriate manner while performing tasks under the direction and supervision of staff.

Definitions and Requirements

A volunteer is an individual who agrees to voluntarily undertake, without pay or honorarium, a designated task at the School. A volunteer supports a classroom, school program or service, or school event under the ultimate responsibility of the Head of School. Volunteers will generally fall into two categories:

Level 1

Level 1 Volunteers may include those who assist with events and support school functions on a casual or ad hoc basis other than those described in Level 2. Level 1 volunteers are required to sign an offence declaration prior to the start of the volunteer activity.

Level 2

Level 2 Volunteers include those who are involved in overnight field excursions, coaching, or in volunteer situations which may involve regular and/or direct contact with students. Level 2 Volunteers will be required to provide a vulnerable sector check (which is no more than 6 months old) prior to the start of the volunteer activity and then sign an annual offence declaration for the following two years. A new vulnerable sector check is required every three years.

Example grid:

Level 1	Level 2
Helping at House Event	Volunteer Coach
Speakers in the classroom, guest judges and subject matter experts	The Pound volunteer
Day field trip volunteers	Eagles' Nest (uniform shop) volunteer
Parents' Association Members (some positions may also require Level 2)	Elmwood Theatre production volunteer
Support for Junior School musicals	Overnight field trip volunteer (Classics Conference, OFSAA)
	Any volunteer role that involves being alone with one or more students.

Procedures

Notwithstanding the policy outlined above, the Head of School may require additional checks for volunteers at its discretion.

The School can ask a Level 2 volunteer to provide a new Vulnerable Sector Check if the volunteer has disclosed a change to his/her criminal record on the annual Offence Declaration or if there is reason to believe there has been a change to the volunteer's criminal record.

The cost for the Vulnerable Sector Check will be reimbursed by the school.

A copy of the Vulnerable Sector Checks and the annual Offence Declarations are kept confidential and are stored in the Director of Finance's Office. A register of volunteers will be kept by the Director of Finance and Administration and made available to staff.

The Head of School reserves the right to waive this requirement for speakers addressing large audiences in venues such as the gym, the auditorium, and the multipurpose room.

If any volunteer is observed as not adhering to the policy or Code of Conduct it is important to report the matter to the Chair of the Joint Health and Safety Committee.

The School reserves the right to revise this Policy as necessary.

The Board of Governors follows a process that is similar to yet separate from this policy. Board members who also choose to participate as volunteers as defined in this policy are expected to follow this policy in addition to the expectations of the Board of Governors.

Anyone who has questions on the implementation of this policy should contact the Director of Finance and Administration. Janet Wlodarczyk, 613 749-6761 ext.223, or jwlodarczyk@elmwood.ca

Passed by the Board of Governors Tuesday, May 28, 2019