

## Volunteer Procedure

### RATIONALE:

Hamilton-Wentworth District School Board (HWDSB) recognizes the important role of Volunteers within its organization. HWDSB believes that Volunteer contributions enrich student educational experiences and contribute to more effective partnerships between a school and its community.

HWDSB welcomes and encourages participation of Volunteers in its schools. Interactions with Volunteers will model caring and cooperative relationships and promote the value of being responsible citizens. Our Volunteers are our partners who foster the contributions of individuals and groups to the learning process, as well as the interaction between and among the school, parents and the school community. HWDSB expects all Volunteers to provide a caring and safe environment that recognizes the rights and dignity of all persons to be treated respectfully.

### TERMINOLOGY:

*Volunteer:* An individual who agrees to undertake, without pay, a designated task that supports a student, a classroom, a school, or an HWDSB system initiative. A Volunteer may act as a Coach/Expert for extra-curricular activities if they have satisfied all HWDSB requirements for screening, training and certification.

*Student Volunteer:* A Volunteer who is an HWDSB student. For avoidance of doubt, in accordance with the Ministry of Education's requirements and subject to applicable exceptions, the following volunteer activities of students shall not apply towards Community Involvement Hours:

- An activity that is a requirement of a class or course in which the student is enrolled (e.g., cooperative education portion of a course, job shadow, work experience).
- Any activity that takes place during regular class time on a school day. However, an activity that takes place during lunch breaks or a "spare" period is permissible.

*Extra-Curricular Non-Staff Volunteer:* A Volunteer who is not an employee of HWDSB who volunteers to support extra-curricular activities, who has satisfied all HWDSB requirements for screening, training and certification, and who may act as an Advisor or Coach/Expert.

Extra-Curricular Non-Staff Volunteers may supervise activities at the discretion of the school Principal, in consultation with the school Superintendent. Extra-Curricular Non-Staff Volunteers are not intended to be last minute replacements for staff.

The following activities may **not** be run without the direct supervision of Hamilton-Wentworth District School Board staff:

1. Overnight or out of District excursions;

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2. Curricular or class-related excursions;
3. Invitational athletic tournaments outside the City of Hamilton. However, athletic competitions that are not part of the regular season of play (exhibition play), can be directly supervised by volunteers;
4. Any HWIAC/SOSSA/OFSAA\* events in which the regulations state that a staff/teacher advisor must be present.

\* HWIAC – Hamilton-Wentworth Interscholastic Athletic Council  
SOSSA – Southern Ontario Secondary Schools Association  
OFSAA – Ontario Federation of School Athletic Associations

*Supervision:* The overseeing of an activity for safety, guidance, regulation or direction.

*Advisor:* An HWDSB staff person or an Extra-Curricular Non-Staff Volunteer who provides supervision over an extra-curricular activity.

*Coach/Expert:* An HWDSB staff person or an Extra-Curricular Non-Staff Volunteer who provides direct instruction or expertise related to a specific extra-curricular activity. In addition, Coaches have completed any training and certification as required by the Ontario Physical and Health Education Association (OPHEA) or any recognized athletic governing authority.

*Vulnerable Sector Screening:* This check is restricted to applicants seeking employment and/or volunteering with vulnerable individuals. It is a collection of offence information, including convictions, non-convictions and other relevant police contact information available from a local police agency's records management system and other systems/records where authorized. This check will include sexual offence convictions for which the individual has received a pardon, where authorized by the Minister of Public Safety and Emergency Preparedness.

*Offence Declaration:* An Offence Declaration is a form completed annually by the Volunteer that lists any Criminal Code convictions for which a pardon has not been granted since they last submitted a Vulnerable Sector Screening reviewed by the Principal of the school.

*Parent:* This includes parents, guardians and caregivers.

### PROCEDURES:

#### 1.0 Roles and Responsibilities

##### Principal and Staff

- 1.1 The Principal or designate is responsible for the following:

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- Determining the volunteer needs of a school
  - Recruitment, selection and screening of Volunteers
  - Approving and clarifying the tasks and assignments of Volunteers
  - Providing for the training, orientation and supervision of Volunteers
  - Ensuring Volunteer contributions are formally recognized
  - All activities that occur at the school
- 1.2 The Principal will ensure all extra-curricular activities have an Advisor and (where applicable) a Coach/Expert.
- 1.3 The Principal and staff of the school (where applicable) will ensure that Volunteers are not responsible for the support of curricular programs without teacher direction.
- 1.4 The Principal and staff will ensure that Student Volunteers have regular direct supervision at all times.
- 1.5 The Principal will maintain ongoing communication with volunteers.
- 1.6 The Principal and staff (where applicable) will ensure that Volunteers will
- Not be involved in any evaluation of students, school personnel or program
  - Not be given access to personal information regarding students, their families or staff unless it is essential to the performance of their duties as a Volunteer.
- 1.7 The Principal and staff will ensure that parents are informed if Non-Staff Volunteers will be participating in classroom or school-wide activities.
- 1.8 The Principal, on a yearly basis, will keep a file in a secure location in the school office on each Volunteer to be accessed by the Principal or designate only. The following must be kept on file for each Volunteer:
- Volunteer Information Sheet – see Appendix A (information gathered at the beginning of volunteer service and updated as needed)
  - School/Volunteer Agreement, completed annually and which will indicate that a Volunteer has provided a Vulnerable Sector Screening from within the last six months and that it has been reviewed by the Principal. Required every three years for returning Volunteers who have not taken more than a one-year break from volunteering – see Appendix B
  - Current Offence Declaration (provided for review annually between Vulnerable Sector Screening updates) – see Appendix C
  - Informed Consent/Permission Form for Volunteer Activities – see Appendix L

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- 1.9 The Principal will ensure that regular and continuous Non-Staff Volunteers will provide, for review, a new Vulnerable Sector Screening every three years. The Vulnerable Sector Screening is the property of the Volunteer. A break in volunteer service of one year or more or beginning as a Volunteer in a new school will require a new Vulnerable Sector Screening to be presented for review.
- 1.10 If the cost of the Vulnerable Sector Screening is prohibitive to the Non-Staff Volunteer, Principals may apply to the Equity Fund.
- 1.11 Inactive files will be maintained for a minimum of two years, after which time they will be shredded and destroyed.
- 1.12 Where there is no Staff Volunteer, the Principal will communicate with the School Council and Home & School Association and have the support of their school Superintendent for activities which have Extra-Curricular Non-Staff Volunteers. The Principal's decision is final with no appeal.
- 1.13 All activities included in the OPHEA Guidelines (see Ontario Physical and Health Education Association Guidelines) activities require a minimum of one Advisor and one Coach/Expert.
- 1.14 All other activities require a minimum of one Advisor.
- 1.15 Advisors are responsible for providing the level of supervision required by Ontario School Boards' Insurance Exchange (OSBIE), Ontario Physical and Health Education Association (OPHEA), where applicable, and for following all Board policies and procedures.

The Ontario Physical and Health Education Association (OPHEA) has produced *Physical Education Safety Guidelines* to assist school boards in formulating site-specific safety guidelines for physical education, intramural sports programs, and inter-school athletics at the elementary and secondary levels. The Guidelines designate three categories of supervision: Constant Visual Supervision; On-Site Supervision; and In the Area Supervision.

- *Constant Visual Supervision*: means that an Advisor is physically present, watching the activity in question. Only one activity requiring constant visual supervision may take place while other activities are going on.
  - *On-Site Supervision*: entails Advisor presence but not necessarily constantly viewing one specific activity.
  - *In the Area Supervision*: means that the Advisor could be in the gymnasium while another activity is taking place nearby to the gymnasium.
- 1.16 This includes all aspects of student health and safety and emergency response.

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1.17 Advisors are responsible for preparing for and implementing the Emergency Action Plan (Appendix K) for each site where the activity will take place and abide by any activity-specific safety guidelines as outlined by the Ontario Physical and Health Education Association.

1.18 The Principal retains the authority to accept or decline any Volunteer's offer of service.

Extra-Curricular Non-Staff Volunteer Advisors and Coaches/Experts:

1.19 Non-Staff Advisors must meet the criteria for Non-Staff Advisors (Appendix I) and complete the Non-Staff Advisor Application Form (Appendix J).

1.20 Coaches/Experts must adhere to HWDSB Coaching/Expert Expectations (Appendix E), meet the criteria for Non-Staff Coaches/Experts (Appendix F) and complete the Volunteer Coaching/Expert Application Form (Appendix G).

1.21 The Principal shall ensure that a consent letter is sent to parents of children participating in an extra-curricular activity which has Non-Staff Advisors and/or Coaches/Experts (see Appendix H).

1.22 Parents of those students involved must sign a consent form acknowledging that they understand that there will be no staff involvement.

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1.23 Volunteers will perform their assigned duties as directed by the Principal or designate.

1.24 Volunteers will neither be responsible for the discipline or evaluation of students nor for the identification or diagnosis of their learning strengths or difficulties.

1.25 Volunteers will not violate any Collective Agreement requirements, as part of their duties.

1.26 The Volunteers will maintain, in confidence, any personal information, which is shared with them in the performance of their duties, in compliance with the *Municipal Freedom of Information and Protection of Privacy Act*.

1.27 Volunteers will:

- Follow all Board Policies as reviewed by the Principal or designate
- Follow dress and behaviour codes as established by the school
- If applicable, report to the school office upon arrival
- If applicable, wear an identification badge at all times while in the school

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- 1.28 Volunteers will notify their Principal or designate of any expected absence, as far in advance as possible.
- 1.29 Volunteers will be encouraged to provide reasonable advance notice, to the Principal, when terminating their Volunteer activities.
- 1.30 Volunteer Coaches/Experts must meet the OPHEA (Ontario Physical Education Safety Guidelines (Elementary) and (Secondary) Criteria for “Non-Staff Coaches/Experts” (see Appendix F) including the completion of the “Volunteer Coaching/Expert Application Form” (see Appendix G) and interview by the Principal or designate.
- 1.31 Where the opportunity exists for a student to be a Volunteer (see Terminology) in Hamilton-Wentworth District School Board, the student is required to fulfill the requirements of a Volunteer outlined in the Policy. Principals are encouraged to support student leadership development through the appropriate matching of student skills and interests with school volunteer needs.

### **2.0 Volunteers for Physical Education/Sports Activities**

- 2.1 The level of supervision required by the Advisor and specific procedures for each physical education sport or activity is specified in the Ontario Association for the Supervision of Physical and Health Education (OPHEA) Physical Education Safety Guidelines (Elementary) and (Secondary). These Guidelines can be referenced on the Board’s website.
- 2.2 The School Athletic Association recommends that any school entering an Ontario Federation of School Athletic Associations (OFSAA) sponsored competition should be under the control of a Staff Advisor. The Staff Advisor should be present, on the bench and available to facilitate and maintain educational direction.
- 2.3 The Staff Advisor should accompany and be responsible for the team at out-of-town competitions. If necessary, a supervisory adult, as approved by the Principal of the school and of the same sex as the athletes, should be present and on site for the duration of the competition. All off-site trips must follow the Educational Excursions Policy 7.2. including supervision ratios.

### **3.0 Recruitment of Volunteers**

- 3.1 Principals should consult with the school staff and the School Council at the start of the school year to determine needs, preferences and tasks/assignments that could be supported with a Volunteer. An inventory of Volunteer opportunities should be made available in the school.

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- 3.2 Extra-curricular opportunities should be driven by student voice at the school level.
- 3.3 Principals should extend an invitation to parents/guardians to volunteer in the schools.
- 3.4 Where possible, Principals should endeavor to recruit Volunteers that are representative of the diverse population of the school.
- 3.5 The Volunteer Information Sheet (Appendix A) is an excellent vehicle for informing the staff and the community about the various ways that Volunteers can help in schools.
- 3.6 In seeking a Volunteer, Principals are encouraged to consider some of the following criteria:
  - Skills, knowledge, values
  - Past and background experiences (i.e. work, community, personal)
  - Interview results and impressions
  - References
- 3.7 The Principal, in consultation with staff receiving the Volunteer, should determine the best fit for the Volunteer's placement.
- 3.8 Parents may volunteer in their child's classroom with the approval of the Principal.
- 3.9 The use of Volunteers shall at all times be in accordance with HWDSB policies. Furthermore, Volunteers shall not be utilized to perform the duties of HWDSB employees in a manner which may be prohibited by any applicable collective agreement.
- 3.10 HWDSB system staff will provide support to school Principals in the recruitment of Volunteers.

### **4.0 Screening of Non-Staff Volunteers**

- 4.1 The depth and degree of screening by the Principal and/or designate will be dependent upon the volunteering activity and the extent of interaction with and responsibility for students.
- 4.2 The applicant is required to present a Vulnerable Sector Screening or Offence Declaration (see Appendix C) before they will be able to begin their volunteer activities. Only the Principal or designate shall have access to this confidential information. The Vulnerable Sector Screening is the property of the Volunteer.

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- 4.3 Volunteer applicants must be interviewed by the Principal and/or school designates. This can be an informal process for candidates who have a low level of interaction with and responsibility for students. A more formal interview will be particularly helpful for new Volunteer candidates or those with a great deal of interaction with students. The interview should cover the following areas:
- Explanation of the program to the applicant
  - Learn about the background of the applicant
  - Answer any questions the applicant may have
  - Reach a decision about the applicant.
- 4.4 Volunteers are required to provide two personal references. Volunteer applicants will give signed permission to contact their references on the Volunteer Information Sheet (Appendix A).
- 4.5 A School/Volunteer Agreement (Appendix B) must be signed by the Volunteer and the Principal. The agreement will indicate that a new Volunteer has provided a Vulnerable Sector Screening from within the last six months and that it has been reviewed by the Principal.
- 4.6 An Informed Consent/Permission Form for Volunteer Activities (Appendix L) must be signed by every individual who wishes to participate and/or by a parent or guardian of a participating volunteer under 18 years of age. The signed form will be kept on file at the school or location at which they are volunteering.
- 4.7 The Principal retains the authority to accept or decline any Volunteer's offer of service.

### **5.0 Training and/or Orientation**

- 5.1 All Volunteers need to be properly welcomed and provided with the essential basic information. A tour of the school and introduction to staff is helpful and thoughtful, especially for new Volunteers.
- 5.2 Principals or designate, must provide an orientation for the Volunteer that may include:
- Expectation and description of the task assignment
  - A copy of relevant and related school rules, routines and any applicable Board Policies or Provincial Legislation.
  - Any, or all, safety procedures.
- 5.3 All Extra-Curricular Non-Staff Volunteers must participate in mandatory training at designated times during the year (or at the school level) and must sign a confidentiality agreement prior to undertaking any Volunteer responsibilities.



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- 5.4 The mandatory training for all Extra-Curricular Non-Staff Volunteers shall include, but is not be limited to:
- a) Safe Schools;
  - b) Suspension;
  - c) Expulsion;
  - d) Code of Conduct;
  - e) Managing Interactions with Parents;
  - f) Bullying;
  - g) Respectful Working and Learning Environments;
  - h) Handling of confidential Student Information;
  - i) Emergency Action Plan;
  - j) Health and Safety Related Training (e.g. anaphylaxis, blood borne pathogens);
  - k) Concussions.
- 5.5 HWDSB system staff will provide support to school Principals in the training/orientation of Volunteers.

### **6.0 Retention of Volunteers**

- 6.1 For Principals and staff, it is important to keep the communication channels open and to continue to work at maintaining comfortable and productive relationships with your Volunteers.
- 6.2 Principals should take the time to get to know their Volunteers. By knowing the personalities, interests, and special talents of the Volunteers, Principals may find a skill that relates well to the program or that of another program.
- 6.3 Refine the tasks to suit each Volunteer. Help the Volunteer feel successful by putting them into a position where they can use their skills and knowledge to help students.
- 6.4 Principals should facilitate Volunteers completing an annual survey, at the conclusion of the Volunteer's time at the school, to capture their experience and determine school or system needs to support Volunteers.

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### 7.0 Volunteer Drivers

- 7.1 Volunteer drivers are any persons authorized by the Principal, who have agreed to transport students while driving their own or another licensed automobile that meets the requirements of the Board outlined on the *Educational Excursion Volunteer Driver Form* (Appendix D). Volunteer drivers must be 18 years of age or older, hold a minimum of a valid Ontario Class G License and meet HWDSB's required insurance amount. The driver/owner must complete the *Educational Excursion Volunteer Driver Form* and submit it to the teacher for Principal approval. Principals are expected to verify the volunteer's valid Ontario Class G License and proof of insurance.

Please note that Volunteer drivers are not covered under the Boards Fleet Automobile Insurance. In the event of an incident, Volunteer drivers are required to contact their own insurance provider to seek coverage.

- 7.2 It is the expectation that the initial "pick up" location and final "drop off" locations are clearly communicated in advance to students, parents/guardians and Volunteer drivers. These locations must be adhered to unless otherwise agreed to, in advance, in writing, by parents/guardians.

### 8.0 Volunteer Recognition

- 8.1 Each year, Principals are to put forward potential recipients for annual recognition.
- 8.2 Principals should also recognize the Volunteers from that school year, in some capacity.

### 9.0 Dismissal of a Volunteer

- 9.1 Volunteers who do not adhere to the policies and procedures of HWDSB, undertake an unauthorized role, or fail to satisfactorily perform their volunteer assignment, may have their assignment terminated at the sole discretion of the Principal, or designate.

### 10.0 Insurance

- 10.1 In any school-sponsored activity that is undertaken by a Volunteer, HWDSB's liability insurance regarding negligence will apply. Volunteers should be aware that HWDSB's insurance does not include a loss-of-income provision should the Volunteer sustain an injury that prevents them from resuming their normal employment.

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- 10.2 The Board's liability insurance policy protects Volunteers who, at the request of the Board, are performing activities involving supervision of students within the scope of their authority. This includes Volunteers assisting with either in-school or co-instructional activities as arranged and/or approved by Principals and other HWDSB staff.
- 10.3 HWDSB does not provide either accident insurance or Workers' Safety Insurance Board coverage to its Volunteers.



## VOLUNTEER INFORMATION SHEET

Thank you so much for offering to volunteer in our schools! Please help us get to know you by filling out this form:

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

City: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Emergency Contact:  
(Name/Phone) \_\_\_\_\_

Have you previously volunteered or worked with Hamilton-Wentworth District School Board (HWDSB) or another school board?  No  Yes If yes, what was the nature of the activity, dates, and reason for leaving?

### Languages :

Spoken:  English  French  Other \_\_\_\_\_

Written:  English  French  Other \_\_\_\_\_

### Skills :

- |                                 |                                   |                                   |                               |
|---------------------------------|-----------------------------------|-----------------------------------|-------------------------------|
| <input type="radio"/> Arts      | <input type="radio"/> English     | <input type="radio"/> Languages   | <input type="radio"/> Science |
| <input type="radio"/> Athletics | <input type="radio"/> Geography   | <input type="radio"/> Library     | <input type="radio"/> Trade   |
| <input type="radio"/> Business  | <input type="radio"/> Handicrafts | <input type="radio"/> Math        | <input type="radio"/> Writing |
| <input type="radio"/> Computers | <input type="radio"/> Health      | <input type="radio"/> Music       |                               |
| <input type="radio"/> Dance     | <input type="radio"/> History     | <input type="radio"/> Office      |                               |
| <input type="radio"/> Drama     | <input type="radio"/> Keyboarding | <input type="radio"/> Other _____ |                               |

### Program/Activity Area (please indicate your area(s) of interest)

- |                                   |                                    |                                    |                                   |
|-----------------------------------|------------------------------------|------------------------------------|-----------------------------------|
| <input type="radio"/> Classroom   | <input type="radio"/> Mentoring    | <input type="radio"/> ESL          | <input type="radio"/> Computers   |
| <input type="radio"/> Literacy    | <input type="radio"/> Clubs/Fairs  | <input type="radio"/> Enrichment   | <input type="radio"/> Library     |
| <input type="radio"/> Special Ed. | <input type="radio"/> Sports/Coach | <input type="radio"/> Fundraising  | <input type="radio"/> Trips/Event |
| <input type="radio"/> Tutoring    | <input type="radio"/> Languages    | <input type="radio"/> Other: _____ |                                   |

Grade Level Preferred  JK/SK  4-6  Secondary

1-3  7-8  N/A

Availability : Days and Times Preferred (please check)

	Mondays	Tuesdays	Wednesdays	Thursdays	Fridays
Mornings					
Afternoons					
Other?					

Reference Checks:

No  
 Yes

Depending on the degree of risk and supervision in the volunteer position for which you have applied, you may be required to provide proof that you have undergone a Police Vulnerable Sector Screening search.  
 If required, are you willing to provide this document?

No  
 Yes

Are you currently facing, or have you at any time, faced allegations of sexual abuse or harassment?

No  
 Yes

If required, do you authorize HWDSB to contact the persons/ organizations listed below and for the persons/organizations to disclose information for the purposes of obtaining a personal reference regarding your suitability for volunteer activities?

Name of Reference	Employer/Relationship	Position/Activity	Phone No.
_____	_____	_____	_____
_____	_____	_____	_____

***I authorize the Principal/Designate to solicit, if required, a personal reference from the references provided in connection with my application for a placement as a school volunteer. I will hold in confidence all information and material received from and about students and/or personnel that may come to my attention in the course of my duties. I acknowledge that HWDSB does not provide accident insurance or Workers' Safety Insurance Board (WSIB) coverage to volunteers. I further acknowledge that I have read and understand the above statements and certify that the information provided on this form is accurate and complete.***

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Interviewed by: \_\_\_\_\_

***Personal information on this form is collected under the authority of the Education Act and will be used for administrative purposes as determined in the Volunteer Policy of HWDSB.***

***Thank you once again for volunteering to support the students in our system!***



## SCHOOL / VOLUNTEER AGREEMENT

***Thank you for offering your time and skills to support student learning!***

Name of Volunteer \_\_\_\_\_ Volunteer Position: \_\_\_\_\_

School \_\_\_\_\_ Class: \_\_\_\_\_ Reports to: \_\_\_\_\_

Duties and Responsibilities: \_\_\_\_\_

### **As Principal or designate, I agree to:**

- provide both initial orientation and ongoing training and support for the volunteer
- ensure that volunteers are neither responsible for the supervision of students or delivery of program without teacher direction, nor be involved in any evaluation of students or school personnel or program
- ensure that volunteers are not given access to personal information regarding students or staff, unless it is essential to the performance of their duties
- inform the volunteer in advance of all school schedule changes.

### **As a Volunteer, I agree to:**

- perform duties as assigned by Board staff, with no expectation of remuneration or credit
- respect the confidentiality of all information made known to me regarding students or staff
- neither discipline, nor evaluate students
- notify the appropriate person at school as soon as possible when circumstances necessitate my absence
- abide by all HWDSB policies and procedures
- follow dress and behaviour codes as established by the school.

*I have been made aware that Hamilton-Wentworth District School Board does not provide accident insurance or Workers' Safety Insurance Board (WSIB) coverage to volunteers.*

### **Acknowledgement**

Volunteer's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Principal or designate: \_\_\_\_\_

- The Volunteer has provided the Principal or designate with a Vulnerable Sector Screening dated within the last six months and it has been reviewed.**



## Offence Declaration Form

Name:	Birth Date:
Volunteer Position(s):	Location(s) of Volunteering Activities in HWDSB:

I DECLARE, since the last Criminal Background Check reviewed by Hamilton-Wentworth District School Board or since the last Offence Declaration given by me to Hamilton-Wentworth District School Board, that:

I have no convictions 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)*.

This declaration is dated at City of Hamilton this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

SIGNATURE:

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**HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD**

**EDUCATIONAL EXCURSIONS: Volunteer Driver**

An "Educational Excursion Volunteer Driver" is defined as any person authorized by the Principal who has agreed to transport students while driving his/her own or another licensed automobile that meets the requirements of the Board. Principals are expected to verify the volunteer's valid Ontario Class G License and proof of insurance.

APPROVED FORM – Effective November 2011

Form only valid when both sides are reproduced

SCHOOL \_\_\_\_\_

DATE OF EXCURSION \_\_\_\_\_ TIME \_\_\_\_\_

DESTINATION \_\_\_\_\_ LOCATION \_\_\_\_\_

All Educational Excursion Volunteer Drivers are required by Hamilton-Wentworth District School Board to:

1. Use a licensed automobile which carries a minimum of \$1,000,000 valid third-party liability insurance in the Province of Ontario as required by Hamilton-Wentworth District School Board.
2. Provide the Board prompt written notice, with all available particulars, of any accident arising out of the use of a licensed automobile during an excursion on business of the Board.
3. Be aware that the Board's excess liability insurance comes into effect only after the "excursion driver" insurance has been exhausted to a combined total of \$24,000,000.

**DECLARATION OF VOLUNTEER DRIVER:**

I DECLARE:

- That I am a licensed Class "G" Ontario Driver, 18 years of age or older.
- That I have a valid Class G driver's license with no more than six demerit points.
- That I am responsible for following the driving laws of the Province of Ontario while acting in the capacity of a volunteer driver.
- That the vehicle carries a minimum of \$1,000,000 valid third-party liability insurance in the Province of Ontario as required by Hamilton-Wentworth District School Board.
- That the vehicle is mechanically fit with seatbelts in working condition for all passengers
- That I have confirmed with my insurer that nothing in my policy of insurance precludes coverage.
- That I am not being compensated.

VEHICLE INFORMATION: Make \_\_\_\_\_ Year \_\_\_\_\_ License Plate \_\_\_\_\_

VEHICLE OWNERSHIP:  Volunteer Driver  Other (please complete information below)

NAME OF DRIVER: (Print) \_\_\_\_\_ Signature of Driver \_\_\_\_\_

Date \_\_\_\_\_

**DECLARATION BY OWNER OF VEHICLE, IF VOLUNTEER DRIVER IS NOT OWNER.**

I DECLARE:

- That I have authorized \_\_\_\_\_ to drive my vehicle to transport students participating in the educational excursion indicated on this form.
- That the driver is a licensed, Class "G" Ontario driver, fully insured driver under the vehicle liability insurance as required by Ontario Legislation.
- That I have confirmed with my insurer that nothing in my policy of insurance precludes coverage.
- That I am not being compensated.

NAME OF OWNER: (Print) \_\_\_\_\_ Signature of Owner \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Principal/Vice-Principal Approval

\_\_\_\_\_  
Date

\*HWDSB is not responsible for any fees, or fines incurred by the volunteer driver, including but not limited to, parking tickets or tickets issued by a police service for infractions of the Highway Traffic Act.



## **SUMMARY OF INSURANCE COVERAGE RELATING TO VOLUNTEER DRIVERS**

### **1. VOLUNTEER SUPERVISORS ON SCHOOL OUTINGS**

The Board's Liability Insurance Policy protects both staff and volunteers who are working within the scope of their duties for the Board. This coverage responds to lawsuits that are brought against staff or volunteers who are supervising school events and provides protection to the \$24 million policy limit.

### **2. VOLUNTEER DRIVERS FOR SCHOOL ACTIVITIES**

Ontario Legislation makes automobile insurance compulsory in the Province of Ontario. This same legislation makes the vehicle insurance the primary coverage. In other words, the insurance on the vehicle responds to claims first.

The School Board's Liability Policy contains an endorsement called the Non-owned automobile endorsement, which extends liability coverage to those who are using personal vehicles for Board business. In accordance with legislation, this coverage is in excess of the insurance on the vehicle. For example, if an accident occurred while the vehicle was being operated on a school outing, and the vehicle was insured for \$1 million of liability insurance, and there was a successful suit against the owner of the vehicle for \$3 million, the Board's liability insurance would respond to the \$2 million in excess of the \$1 million carried by the owner. Students driving themselves are not covered under the Board's Non-Owned Automobile Insurance Coverage.

*There is no coverage under this endorsement for damage to the vehicle itself. It is liability insurance only.*

Passengers who are injured would recover accident benefits under their own automobile policy. Thus, students injured in an automobile accident would report the injuries to their parents' auto insurer. If there is no automobile insurance policy in the family, the injured passenger would collect benefits under the liability policy in place on the vehicle in which they were riding at the time of the accident.

### **3. PERSONAL AUTOMOBILE INSURANCE COVERAGE**

The Board requires that volunteer drivers carry a minimum of \$1 million of liability insurance. If there is any doubt about the insurance coverage carried, or the use of the vehicle to transport students, volunteers should review their coverage with their insurance brokers.



## Coaching/Expert Expectations

Coaches/Experts are required to do the following:

- Distribute, collect, file and maintain Interscholar Athletic Participation Form for each athlete who is trying out for the team (as per OPHEA Safety Guidelines).
- Be aware of the school/Athletic Association's coaching philosophy, playing regulations and by-laws.
- Be aware of and implement the Board's transportation policy, risk management policy the school's academic policy, code of conduct and emergency action plan.
- Distribute, collect and file the appropriate forms from any athlete who has required medical attention (as per OPHEA Safety Guidelines).
- Determine that a first aid kit is fully stocked and accessible; order any first aid supplies that are needed.
- Follow policies and procedures related to universal precautions with bodily fluids (as per OPHEA Safety Guidelines).
- Follow proper training procedures for strenuous outdoor sports.
- Determine that the number and location of spectators do not present a safety concern.
- Encourage all student athletes to have accident insurance.
- Inform parents of game schedules and means of transportation.
- Implement corrective measure to help prevent the reoccurrence of an injury.
- Inspect equipment and facility to determine it is safe for use.
- Determine that all equipment whether school provided or not, meets safety regulations (e.g., football helmets, hockey throat protectors).
- Inform athletes, they are not to share water bottles.
- Implement guidelines related to wearing jewelry.
- Determine that a means of communication is available at all competitions (e.g., phone).
- Inform appropriate authorities when playing field conditions present a risk to safety.
- Teach skills in proper progression.
- Outline the inherent risks in the activity to athletes; demonstrate how to minimize the risks; set procedures and rules for safe participation.
- Teach and enforce the rules of the sport.
- Make athletes aware that they are not to use the facility without proper supervision in place.
- Sanction athletes for unsafe play.
- Address the supervision of spectators.
- Review sport guidelines and attend coaches meetings.

In addition, an outside coach must complete an application form (see Appendix F) and be interviewed.



## Criteria for Non-Staff Coaches/Experts

Schools **must** consider the following prior to engaging the services of a non-staff Coach/Expert:

- Applicant completes an application form (see Appendix G)
- Applicant successfully completes an interview with the principal and/or designate
- Applicant supplies two references
- Applicant demonstrates coaching/activity-based expertise.  
For higher risk sports, this may be derived from one of the following:
  - NCCP Competition Introduction – Part A or NCCP Level 1 Technical in the sport
  - Attendance at a relevant clinic or workshop within the past three years
  - Past experience as a competitor or coach in that sport in the last 10 years
- Applicant presents a vulnerable sector screening form
- Applicant agrees to a process for monitoring of his/her coaching/expert activities, e.g., seasonal review
- Applicant agrees to a process for resolving issues accompanied by appropriate disciplinary action by the school
- Applicant agrees to abide by all relevant policies and procedures
- Applicant undergoes an orientation session, with the school principal or designate, to:
  - review coaching philosophy of the school
  - review relevant sections of Physical Education Safety Guidelines
  - outline school policies with respect to academic eligibility
  - highlight OFSAA Coaching Conduct and Athlete Code of Behaviour
  - detail OFSAA Transfer and Eligibility Policies
  - review school disciplinary policies
  - clarify school policies with respect to supervision and travel
- Applicant agrees to attend a pre-season coaches' meeting of school and/or association if requested
- Applicant agrees to communicate regularly with designated supervisor (e.g., coach liaison)

NOTE: Applicants will be responsible for covering costs associated with producing a vulnerable sector screening form.



## Sample Volunteer Coaching/Expert Application Form

The following form can be used when interviewing a potential coach/expert in any one of the following situations:

- The applicant is not an administrator or someone with teaching certification.
- The person's philosophy and/or expertise is unknown.
- The position to be filled is one of head coach/expert or the person would be asked to coach or provide expertise by himself/herself.
- The person would be coaching a higher-risk sport.
- The principal or designate decides to formally interview for other reasons.

Please record pertinent information on this form and keep on file. Interviewers are encouraged to include additional questions, which would be relevant to their school.

### Candidate:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (home): \_\_\_\_\_

Phone: (work): \_\_\_\_\_

Email: \_\_\_\_\_

Health Card Number (optional): \_\_\_\_\_

### School:

Principal/Designate: \_\_\_\_\_

Team in Question: \_\_\_\_\_

Higher-Risk Sport: Y \_\_\_ N \_\_\_

1. Please describe your previous coaching/expert experience in \_\_\_\_\_ (specific sport/activity), as well as experience in any other sport. Include number of years you have coached/been an expert, age range of players, competitive nature of league and any other details you think are pertinent?

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2. Describe current certification(s) and/or qualification(s) you hold which would be relevant to coaching/being an expert?

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3. Describe other coaching/expert development sessions/clinics which have helped you learn more about coaching the sport?

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## Sample Volunteer Coaching/Expert Application Form

4. What are three primary goals that you are trying to achieve as a coach/expert?

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5. Do you understand/support the principles of the "fair play" philosophy in athletics?

Y \_\_\_ N \_\_\_

6. Explain how you would apply these principles to your coaching/expert role?

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7. How would you set standards of behaviour for the players you coach/provide expertise to?

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8. Please list two references associated with previous coaching/expert experience?

Name (not a relative)	Position	Phone Number

This information is collected pursuant to the (Name of School Board's) role as an employer as set out in the Education Act. The information is collected for employment and human resource planning purposes and is within the guidelines set out in the Municipal Freedom of Information and Protection of Privacy Act, 1989.

References listed on this form will be contacted for information with respect to your suitability as a volunteer coach of Hamilton-Wentworth District School Board student athletes.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Principal/Designate: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: Applicants will be responsible for covering costs associated with producing a criminal reference check.

### Office Use Only

References received: Yes \_\_\_ No \_\_\_

by signature of Principal/Designate: \_\_\_\_\_

Criminal record check received: Yes \_\_\_ No \_\_\_

by signature of Principal/Designate: \_\_\_\_\_

Application Accepted Yes \_\_\_ No \_\_\_ Orientation session completed: Yes \_\_\_ No \_\_\_

Signature of Principal/Designate: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_



# PARENTAL CONSENT FORM

## PARENTAL RELEASE AND WAIVER OF LIABILITY

*As per Board Policy*

**Pursuant to Board Policy, this Form must be completed by all parents or legal guardians of minor children less than 18 years of age.**

I, \_\_\_\_\_ in signing this document, confirm the following:  
*{name of parent or legal guardian}*

- I am the parent or legal guardian of the minor child identified below (the "Participant");
- It is my decision to allow the Participant to participate in the \_\_\_\_\_  
*{name of activity}*

being provided by the Hamilton-Wentworth District School Board from \_\_\_\_\_  
*{date}*

to \_\_\_\_\_ (the "Activity");  
*{date}*

- As a parent or legal guardian, I am freely assuming all risks (including physical and legal risks), dangers and hazards on behalf of the Participant associated with participation in the Activity.

I acknowledge and agree that in exchange for the and as a condition to the Participant's participation in the Activity, I accept all liability for any loss of or damage to property caused by or contributed to by the Participant.

I further acknowledge that:

- I am aware that the Participant's participation in the activity may be hazardous and could result in damage or injury;
- The Participant is in satisfactory physical and mental condition to safely participate in the Activity;
- The Participant has appropriate health and medical insurance in the event of injury;
- I am giving up the legal right to sue for any damages that may arise as a result of the Participant's participation in the Activity except in the case of gross negligence by the Hamilton-Wentworth District School Board;
- The Participant does not suffer from any mental or physical condition that could have the effect of putting the Participant, or any other participant or the Hamilton-Wentworth District School Board at risk by virtue of the Participant's participation in the Activity.



## VOLUNTEER INFORMATION SHEET

**I have read and understand the terms of this Release and Waiver of Liability.**

Accordingly, I hereby release the Hamilton-Wentworth District School Board, its agents, trustees, officers, employees and volunteers from any and all liability for any direct, special, incidental, consequential, punitive or exemplary damages, regardless of the nature of the claim arising from, or related to the Participant's participation in the Activity.

Participant's Name: \_\_\_\_\_

\_\_\_\_\_  
Signature of parent or legal guardian

\_\_\_\_\_  
Date



## Criteria for Non-Staff Advisors

The following **must** be in place prior to a non-staff Advisor beginning his/her activities:

- Applicant completes an application form (see Appendix J)
- Applicant successfully completes an interview with the principal and/or designate
- Applicant presents a Vulnerable Sector Screening Form
- Applicant supplies two references
- Applicant demonstrates expertise in working with children and/or youth
- Applicant agrees to a process for monitoring of his/her advisory activities, e.g., seasonal review
- Applicant agrees to a process for resolving issues accompanied by appropriate disciplinary action by the school
- Applicant agrees to abide by all relevant policies and procedures
- Applicant undergoes an orientation session, with the school principal or designate, to:
  - o review advisory philosophy of the school
  - o review relevant sections of Physical Education Safety Guidelines
  - o outline school policies with respect to academic eligibility
  - o participate in health and safety training including anaphylaxis and blood borne pathogens
  - o review school disciplinary policies
  - o clarify school policies with respect to supervision and travel
- Applicant successfully completes mandatory training in the following areas:
  - o Safe Schools;
  - o Suspension;
  - o Suspension, Investigation and Expulsion;
  - o Code of Behaviour;
  - o Bullying;
  - o Handling of confidential student information;
  - o Health and Safety Related Training (e.g anaphylaxis, blood borne pathogens).
- Applicant agrees to attend a pre-season advisors' meeting of school and/or association advisors if requested
- Applicant agrees to communicate regularly with designated supervisor (e.g., principal and/or designate)

NOTE: Applicants will be responsible for covering costs associated with producing a Vulnerable Sector Screening Form





## Sample Volunteer Advisor Application Form

The following form **will** be used when interviewing a potential advisor in any one of the following situations:

- The applicant is not an administrator or someone with teaching certification or a member of the school staff.
- The person's expertise is unknown.
- The person would be advising a higher-risk sport.
- The principal or designate decides to formally interview for other reasons.

Please record pertinent information on this form and keep on file. Interviewers are encouraged to include additional questions, which would be relevant to their school.

### Candidate:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (home): \_\_\_\_\_

Phone: (work): \_\_\_\_\_

Email: \_\_\_\_\_

Health Card Number (optional): \_\_\_\_\_

### School:

Principal/Designate: \_\_\_\_\_

Team in Question: \_\_\_\_\_

Higher-Risk Sport: Y\_\_\_ N\_\_\_

1. Please describe your previous experience in supporting extra-curricular activities. Include number of years you have supported extra-curricular activity, age range of participants and any other details you think are pertinent?

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2. Describe current certification(s) and/or qualification(s) you hold which would be relevant to advising?

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3. Describe other development sessions/clinics which have helped you learn more about advising extra-curricular activities?

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## Sample Volunteer Advisor Application Form

4. What are three primary goals that you are trying to achieve as an advisor?

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5. Do you understand/support the principles of the "fair play" philosophy in athletics?

Y\_\_ N\_\_

6. Explain how you would apply these principles to your advisory role?

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7. How would you set standards of behaviour for the students you advise?

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8. Please list two references associated with previous extra-curricular advisory experience?

Name (not a relative)	Position	Phone Number

This information is collected pursuant to the HWDSB's role as a service provider as set out in the Education Act. The information is collected for employment and human resource planning purposes and is within the guidelines set out in the Municipal Freedom of Information and Protection of Privacy Act, 1989.

References listed on this form will be contacted for information with respect to your suitability as a volunteer advisor of Hamilton-Wentworth District School Board students.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Principal/Designate: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: Applicants will be responsible for covering costs associated with producing a criminal reference check.

### Office Use Only

References received: Yes \_\_\_ No \_\_\_

by signature of Principal/Designate: \_\_\_\_\_

Criminal record check received: Yes \_\_\_ No \_\_\_

by signature of Principal/Designate: \_\_\_\_\_

Application Accepted Yes \_\_\_ No \_\_\_ Orientation session completed: Yes \_\_\_ No \_\_\_

Signature of Principal/Designate: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_



## EMERGENCY ACTION PLAN

### A. Preparation

You should know the following information:

1. Location and access to the first aid kit.
2. Location and access to a telephone.
3. Emergency telephone number of ambulance and hospital (911).
4. Directions and best access routes to the nearest hospital.
5. The whereabouts of a suitable and available means of transportation.
6. Identity of students with medical conditions (e.g., asthma, life-threatening allergies, diabetes).
7. Location of medication (e.g., epinephrine auto-injector, asthma reliever).
8. Emergency communication procedures (e.g., cellular phone) for off-site activities.

### B. When an injury/medical condition occurs:

1. Initially, when coming in contact with the injured/ill student, take control and assess the situation. Exercise universal precautions related to blood/bodily fluids.
2. Keep in mind the cardinal rules of injury care: a. **Do not move the injured student.**  
b. **If a student cannot start a movement by himself/herself, do not move the body part for him/her.**
3. Stay calm. Keep an even tone in your voice.
4. Instruct any bystanders to leave the injured/ill student alone.
5. Do not remove the student's equipment if there is a risk of further injury.
6. Evaluate the injury/condition. Once you have assessed the severity, decide whether or not further assistance is required or medication is needed.
7. For students with an identified medical condition, administer medication as per Board Policy (e.g. asthma inhaler).
8. If an ambulance is not needed, then decide what action is to be taken to remove the injured/ill student from the playing surface.
9. **Because physical activity is a common trigger for many sudden cardiac deaths, it is important for teachers to recognize possible symptoms/warning signs.**
  - fainting or seizure during physical activity
  - fainting or seizure resulting from emotional excitement, emotional distress or being startled (e.g. a sudden loud noise such as a school fire alarm system)

#### School response:

- Immediately call 911.
  - Inform parents and provide information about SADS – [www.sads.ca](http://www.sads.ca)
  - The student is not to participate in physical activity until cleared by a medical assessment and documentation is provided to the school administrator/designate.
10. In any of the following emergency situations, call 911:
    - a. Loss of consciousness (including fainting) - altered level of consciousness or lack of awareness of surroundings
    - b. Uncontrolled bleeding
    - c. Anaphylactic reaction, asthma or any other phenomenon that compromises the airway and/or ability to breathe
    - d. Other life-threatening injuries
    - e. If the patient cannot be transported legally in a passenger vehicle
  11. If an ambulance is required:
    - a. Request assistance from the other person (e.g., teacher/administrator/parent).
    - b. Have this person call an ambulance with the following information:
      - i. the nature of the emergency;
      - ii. the location and closest cross-streets; and



## EMERGENCY ACTION PLAN

- iii. the telephone number from where you are placing the call;
  - c. Have the other person report back to the in-charge person to confirm that the call was made and give the estimated time of ambulance arrival.
  - d. Have the other person go to the access entrance and wait for the ambulance.
12. Once the call has been placed, observe the student carefully for any change in condition and try to reassure him/her until professional help arrives.
13. Do not be forced into moving the student unnecessarily.
14. In the case of dehydration, move the student to a cooler environment and provide small amounts of water (100ml) every 5 minutes until symptoms resolve. However, do not provide an injured student with food or drink if:
  - a. The student is showing signs of decreased level of consciousness;
  - b. The student has sustained a significant head injury;
  - c. You anticipate an operation will be necessary e.g., broken leg.
15. When ambulance attendants arrive, inform them of what happened, how it happened and what you have done. If aware, you can inform them about any medical-related problems or past injuries of the student.
16. The in-charge person must designate a responsible adult (e.g. teacher, parent, volunteer) to accompany the injured student to the hospital to help reassure the student and give the relevant medical history and injury circumstances to the physician.
17. The parents/guardians of the injured/ill student must be contacted as soon as possible.
18. Complete an accident report and file with the appropriate school board official and school administrator.



# Informed Consent/Permission Form for Volunteer Activities

**THIS FORM MUST BE READ AND SIGNED BY EVERY INDIVIDUAL WHO WISHES TO PARTICIPATE AND/OR BY A PARENT OR GUARDIAN OF A PARTICIPATING VOLUNTEER UNDER 18 YEARS OF AGE**

\_\_\_\_\_ is arranging  
*(name of school)*

\_\_\_\_\_  
*(description of activity, date(s) and location(s) of activity)*

**ELEMENTS OF RISK:**

\_\_\_\_\_  
*(description of activity)*  
involves certain elements of risk. Injuries may occur while participating in these activities. The following list includes, but is not limited to, examples of the types of injury which may result from participating in this activity:

- |          |          |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

The risk of sustaining these types of injuries may result from the nature of the activity and can occur without any fault of either the volunteer or the school board, its employees/agents or the facility where the activity is taking place. By choosing to take part in this activity, you are accepting the risk that you/your child may be injured and in signing this document you release the Hamilton-Wentworth District School Board from all liability or responsibility associated with the stated activity. The chance of an injury occurring can be reduced by carefully following instructions at all times while engaged in the activity. If you choose to participate in this activity, you understand that you bear full responsibility for any injury that might occur.

If this activity requires you to use your vehicle, or if you voluntarily use your vehicle in the course of the above activity, you represent to the Hamilton-Wentworth District School Board that you have lawful use of the vehicle, you are lawfully licensed to use the vehicle and you have all required insurance in place.

If this activity requires you to come into contact with any student of the Hamilton-Wentworth District School Board or you are required to access any operational school site, you have attached to this document a current Vulnerable Sector Screening certificate as required by Hamilton-Wentworth District School Board policies.

*The Hamilton-Wentworth District School Board does NOT provide WSIB, accidental death, disability, dismemberment or medical expense insurance on behalf of individuals participating in this activity. Student Accident Insurance coverage is available and may be purchased through the current carrier, Reliable Life at 1-800-463-KIDS (5437) or ON-LINE at [www.insuremykids.com](http://www.insuremykids.com)*

**ACKNOWLEDGEMENT:**

WE HAVE READ THE ABOVE. I/WE UNDERSTAND THAT IN PARTICIPATING IN THE ACTIVITY DESCRIBED ABOVE, I/WE ARE ASSUMING ALL RISKS ASSOCIATED WITH DOING SO.

Signature of Student *(if over 18)*: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Guardian/Volunteer: \_\_\_\_\_ Date: \_\_\_\_\_

**PERMISSION:**

I, \_\_\_\_\_ give \_\_\_\_\_ permission to  
*(name of Parent/Guardian)* *(name of student)*

participate in the \_\_\_\_\_ to be held on \_\_\_\_\_  
*(description of activity)* *(date)*

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_