**School Council Events and Volunteers**

**(Draft Guidance Document)**

**Introduction:**

TDSB School Principals have the ultimate discretion in determining whether a School Council event proceeds as well as the requirements for event volunteers and criminal record checks. This DRAFT document along with the Tracking Sheets have been prepared to assist in decision making.

**Required Forms for a School Council event involving volunteers:**

1. School Council Waiver form for all volunteers participating
2. Volunteer Record Tracking Sheet
3. Volunteer Supervisor Record Tracking Sheet
4. As required, Criminal Record Check (CRC)

**Screening Assessment Categories – Decision Matrix**:

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| --- | --- | --- |
| **Category #** | **Category Description** | **CRC Requirement** |
| **1** | No Direct Supervision by TDSB staff or School Council with Criminal Record Check (CRC), volunteers participating in group of 3 or more, distant or with separation, contact limited and not direct contact with minors | No CRC Required |
| **2** | No Direct Supervision by TDSB staff or School Council Supervisor with CRC, volunteers participating alone, with no direct contact with minors | No CRC Required |
| **3** | Direct Supervision by TDSB staff or School Council Supervisor with CRC, 1 Supervisor:3 Volunteers, contact with minors | No CRC Required |
| **4** | Direct Supervision by TDSB staff or School Council Supervisor with CRC, 1 Supervisor:4 Volunteers and above, contact with minors | CRC Required |
| **5** | Minor (below the age of 18) or Current TDSB Student | No CRC Required |

**Definitions:**

**Direct:** on site, in view of volunteers, and with direct in person communication with volunteers

**Groups and Separation:** volunteer participating in an activity such as event preparation, assembly, disassembly, selling/servicing behind a table, food preparation in preparation area.

**Contact with minors:** providing instruction, mentoring, supervising an activity

**Incident and Reporting to Supervisor:** injury, illness, threat, including bullying, assault, violence and weapons should be reported to the Supervisor. The Supervisor should be reporting in an incident report form.

**Volunteer Supervisor:** an adult, over 18 years of age, that has a CRC, a member of the School Council Committee or appointed by the Committee

**Volunteer Waiver:** all volunteers to sign a Volunteer Waiver, including Volunteer Supervisors

**Toronto Police Check – Online Form:** the online form is available on the TPS site – [Online Form](https://www.tps.ca/services/background-checks/criminal-record-check/criminal-record-check-form-for-volunteers/#:~:text=Volunteers%20Only&text=In%20Ontario%2C%20under%20the%20Police,for%20a%20Vulnerable%20Sector%20Check.)

**Toronto Police Check:** The form below is for VOLUNTEERS ONLY.

In Ontario, under the Police Record Checks Reform Act, volunteers are eligible to receive free criminal record checks and/or criminal record and judicial matters checks from police services. Volunteers will still be required to pay any fees charged by police services for a Vulnerable Sector Check.

Visit: [TPS Criminal Background Check](https://www.tps.ca/services/background-checks/criminal-record-check/criminal-record-check-form-for-volunteers/)

For School Council events, a Vulnerable Record Check may not be required, refer to the Screening Assessment Categories – Decision Matrix above.

Visit the following for further information, volunteers participating in School Council events are not considered “service providers” and are not employed by the TDSB:

* TPS – Vulnerable Sector Check

<https://www.tps.ca/services/background-checks/vulnerable-sector-screening/>

* Regulation 521/01 under the Education Act

<https://www.ontario.ca/laws/regulation/010521>