



## Adult Volunteers

### Administrative Procedure 1.A.10

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**Board Governance Policy Cross Reference: 1, 2, 3, 16, 17**

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- **Legal Reference: Public Schools Act Sections 91(2)**
  - **Manitoba Regulation 23/00**
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**Date Adopted: February 2005**

**Date Amended: November, 2006 March, 2009, February , 2010**

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The Evergreen School Division Board recognizes that volunteers make valuable contributions to its schools. The Board endorses volunteerism in Division schools, subject to suitable regulations and safeguards. Appropriate recognition of volunteer services should be made annually by schools.

There are specific steps to authorizing volunteers for placement in the Evergreen School Division. All results of Child Abuse Registry Checks and Criminal Record Checks will be kept confidential.

#### 1. **School Volunteers** (including coaches and overnight volunteers)

Parents of registered children in Evergreen School Division and community members who wish to volunteer to work with children in schools or on school-sponsored activities will be required to complete a Child Abuse Registry Check form. This form will be submitted to the Provincial Child Abuse Registry and returned to the Evergreen School Division.

Volunteers who coach a school team, organize an after-school club, or accompany a group on an overnight trip as a chaperone will be required to:

- a) complete a Child Abuse Registry Check form; and
- b) submit a Criminal Record Check form (Consent for Disclosure of Criminal Record Information) along with Form 1 (Consent for a Criminal Record Check for sexual offence for which a Pardon has been granted or issued).

These forms will be submitted to the Provincial Child Abuse Registry and the RCMP respectively. The completed responses will be kept in the divisional office.

**Note:** All coaches must become familiar with the school's expectations for coaching duties.

### **Child Abuse Registry Check**

**Note:** Presence on the Child Abuse Registry will exclude an applicant from placement as a volunteer

### **Criminal Records / Form 1 Check**

**Note:** The disclosure of a criminal record may not necessarily preclude an applicant from consideration for placement as a volunteer. A disclosure of a sexual offense will exclude an applicant from placement as a volunteer.

**Note:** All volunteers are required to contact the Principal regarding any changes in their status which would affect their eligibility to volunteer in the Evergreen School Division.

2. Wherever possible and feasible, it is desirable to have extracurricular activities supervised by a certified teacher. In exceptional circumstances, adult volunteers may be authorized to accompany and supervise students in extracurricular activities without a teacher being present. This exception is subject to the following conditions:
  - a) a teacher is not available;
  - b) Child Abuse and Criminal Record Checks are complete;
  - c) an orientation has been conducted for the volunteer at which time the expectations, guidelines, pertinent policy(ies) of the Division/District vis à vis extracurricular activities, student safety, student conduct, person in charge conduct, procedures to be followed in an emergency, confidentiality, etc. are discussed and the volunteer has agreed to abide by all Evergreen policies and procedures by completing the Volunteer Confirmation form;
  - d) a formal reporting mechanism with both regular contact and "as needed" contact between the volunteer and teacher supervisor and/or Principal has been established;
  - e) a staff supervisor (or designated back up) is available by telephone or other means to provide consultation/advice during the time(s) when the volunteer has care and charge of students;
  - f) where rules of the Manitoba High School Athletic Association do not require the presence of a teacher at sporting events;
  - g) the activity does not involve an overnight stay;

- h) the activity takes place inside of the sports team MHSAA zone in which Evergreen participates;
  - i) the principal has granted approval and recommended the volunteer to the Superintendent for final approval by submitting a Volunteer Confirmation Form (see Appendix 1),
  - j) background/reference checks on volunteers are conducted as a part of the approval process.
3. All schools will develop a Volunteer Handbook, which will include the following:

### **Volunteer Handbook**

#### **Part A – Divisional Procedure and Guidelines** (to be placed in all School Volunteer Handbooks)

##### **1. Confidentiality**

Confidentiality is of the utmost importance. Please do not discuss student performance, teachers, school policies, or your own reactions to the school situations with anyone other than staff with whom you are working.

If parents, family or friends ask you about your work, tell them you enjoy your work and share information about the activities you perform rather than specific information about students, the teachers, or the school.

Please do not discuss the progress of the children, with whom you are working, with their parents. All reporting to parents is the responsibility of the teachers and must not be undertaken by volunteers. As a student's tutor, you should not become involved with his/her parents. It is the responsibility of the school to tell parents when a student is receiving tutorial aid. If a parent does contact you, simply refer the parents to the child's teachers.

If at anytime while you are volunteering in the school, you should hear offensive comments or observe inappropriate behavior, you are required by Division policy to intervene. Intervention may include speaking to the individual(s) or discussing the incident with the classroom teacher or administrator of the school.

We ask that as volunteers you model respect and consideration for everyone in the school building.

## 2. Disclosure

If a child should disclose to you information regarding any form of abuse you are required by law to report this information to the authorities. The steps to follow are:

- a) Reassure the child (i.e. tell the child you will have to tell someone (principal) about this.)
- b) Inform the principal about the disclosure and he/she will assist you in handling the situation.

## 3. Discipline

Make certain that you are as familiar as possible with our facilities and programs and that you observe the rules and routines of the school. As well, become familiar with the school discipline policy.

Volunteers always work under the supervision of teachers. Disciplining students is not the role of the volunteer. If a student's behavior is inappropriate and a request to change does not bring about the desired result, please seek the assistance of a teacher. Volunteers must not touch or intervene in any physical manner to stop inappropriate behavior. Physical intervention would be permitted to prevent an assault or to separate the participants in an altercation.

## 4. Emergency Preparedness Procedures

Volunteers should become familiar with the following Emergency Procedures:

- a) Fire Drill
- b) Medical
- c) Code Red (intruder in the school)
- d) Code Green (intruder in the school – all clear)
- e) Bomb Threat
- f) Hygienic Procedures

Hygienic procedures for handling blood and other body fluids of all persons affected. The following procedures are to be used when caring for all individuals, whether they may or may not be infected with a communicable disease, i.e. HIV infection (virus which causes AIDS) or Hepatitis B virus. The intent is to protect the health and safety of all persons involved.

There is little risk to the person assisting with the removal of blood and other body fluids when appropriate precautions are used:

Step 1: Wear gloves, which you will have in a designated area of the school

Step 2: Send someone for the principal and/or teacher

Step 3: Attend to injury or spill.

Step 4: Wash hands before removing gloves, wash again after removing gloves.

### **Part B – Other Topics to be Considered in the Development of a School Volunteer Handbook**

1. Orientation Procedures
2. Copy of Time Table
3. Volunteer Registration Form
4. School Map
5. Divisional Calendar
6. Sign In/Out
7. Other

## Appendix 1

### Volunteer Confirmation Form

I, \_\_\_\_\_ confirm that I have completed an orientation on volunteering in Evergreen School Division and that I understand the expectations of a volunteer supervising student extracurricular activities.

I agree to abide by these expectations and to report any concerns to my staff supervisor.

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_  
Date