

# ST. ANDREWS SCHOOL

## VOLUNTEER CHECKLIST

Thank you for your interest in volunteering at St. Andrews School. The Lord Selkirk School Division requires all volunteers working in schools or school-sponsored activities to complete a Child Abuse Registry Check, Criminal Records Check, Pledge of Confidentiality, Respect in School and Accessibility Training online courses and attend a Volunteer Orientation. Once you have completed all check boxes below, please hand in your volunteer paperwork to the school office for processing.



**VOLUNTEER HANDBOOK** – Volunteer Handbook to be kept for future reference.



**CHILD ABUSE REGISTRY CHECK** – complete Part 1 and Section B of Part 2 only. Two pieces of valid government ID must accompany the Child Abuse Registry Check paperwork.



**CRIMINAL RECORDS CHECK** – complete Criminal Record Check request and deliver to Selkirk RCMP office. You will need to retrieve the completed paperwork from the RCMP and return it to the school office.



**PLEDGE OF CONFIDENTIALITY** – complete and sign.



**ACCESSIBILITY TRAINING online course** – complete course and printout completion acknowledgement to hand in. For the course, where it requests “employee number” please enter 01300 and select St. Andrews School. The link for the training is:

<http://www.accessibilityincanada.com/acs/lssd/>



**RESPECT IN SCHOOL online course** – complete course, print out completion certificate to hand in. Course can be accessed at: [https://mbed-school.respectgroupinc.com/koala\\_final/](https://mbed-school.respectgroupinc.com/koala_final/)



**VOLUNTEER ORIENTATION CONFIRMATION** – All volunteers must **attend an orientation with school administration** and will then be supplied with a volunteer orientation form to sign.  
**ORIENTATION DATES:** Please check with the school office to arrange an orientation.



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**VOLUNTEER TO SUBMIT COMPLETED VOLUNTEER PACKAGE** to the school office. This should include completed; Child Abuse Registry Check (copies of ID needed), Criminal Records Check, signed Pledge of Confidentiality, Respect in School and Accessibility online course completion certificates and signed Volunteer Orientation Confirmation.

## ST. ANDREWS SCHOOL



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## Volunteer Handbook (updated July 2023)

**Welcome to St. Andrews School.** On behalf of all the students and school staff, thank you for volunteering and contributing to a positive school experience for our students. In whatever way you choose to help, whether in the classroom or in other school programs or events, you can be sure your contribution is valued.

This handbook was prepared to assist you in your role as a school volunteer and provide you with guidance during your volunteer experience. If you have questions while you are volunteering, a teacher or school administrator can provide direction and answer your questions.

Please feel free to discuss any aspect of the school volunteer program with school administration. We appreciate the time you are donating to our school!

### ST. ANDREWS SCHOOL'S MISSION STATEMENT

St. Andrews School challenges itself to be a safe and supportive learning community for all. We build this upon a foundation of collaboration, essential learning and meaningful relationships.

Our vision is to ensure all students exceed their learning potential.

**REQUIRED VOLUNTEER DOCUMENTS:** Child Abuse Registry Check  
Criminal Records Check  
Pledge of Confidentiality  
Respect in School course completion certificate  
Accessibility Training course completion certificate  
Volunteer Orientation Confirmation

### CHILD ABUSE REGISTRY – No fee required for volunteers

All volunteers working in our school or on school-sponsored activities will be required to complete a Child Abuse Registry Check form. The form is available from the school office. Once the form is completed, it is to be returned to the school and the school will verify the information and ensure the form is complete. Two pieces of ID must accompany the Child Abuse Registry form. The form is submitted to the Lord Selkirk School Division and then sent to the Provincial Child Abuse Registry. The response from the Registry is returned to Lord Selkirk School Division and completed responses are kept in the divisional office. Please note that presence on the Child Abuse Registry will exclude an applicant from placement as a volunteer.

## **CRIMINAL RECORD CHECK – No fee required for volunteers**

A letter on school letterhead must be presented to the Selkirk RCMP detachment. Although you may choose to have the Criminal Records Check done at another detachment, a processing fee may be applied.

All volunteers who coach a school team, drive students in their own vehicle, work one-on-one with students, or accompany students on an overnight trip will be required to complete a Criminal Records Check form. Applicants must complete forms at the local RCMP office. It is then the responsibility of the applicant to pick up the Criminal Record Check and return it to the school. The disclosure of a criminal record may not necessarily preclude an applicant from consideration for placement as a volunteer but disclosure of a sexual offence will exclude an applicant from placement as a volunteer.

## **PLEDGE OF CONFIDENTIALITY**

All volunteers will be required to sign a Pledge of Confidentiality form. Confidentiality is of the utmost importance. Please do not discuss student performance, teachers, school staff, 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 the specific information about students, teachers, staff, or the school. Please do not discuss the progress of the children with whom you are working. 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 teacher.

## **RESPECT IN SCHOOL ONLINE COURSE - No fee to take the course**

All volunteers must complete this online course. Once completed, you can print the certificate of completion and hand it into the office with the rest of your volunteer documentation. The course can be accessed at: [https://mbed-school.respectgroupinc.com/koala\\_final/](https://mbed-school.respectgroupinc.com/koala_final/)

## **ACCESSIBILITY TRAINING ONLINE COURSE - No fee to take the course**

All volunteers must complete this online course. Once completed, you can print the certificate of completion and hand it into the office with the rest of your volunteer documentation. For the course, where it requests "employee number" please enter 01300 and select St. Andrews School. The link for the training is: <http://www.accessibilityincanada.com/acs/lssd/>

## **VOLUNTEER CONFIRMATION FORM**

All volunteers must attend an orientation with school administration and are then required to complete and sign a Volunteer Confirmation form.

## **VOLUNTEER INFORMATION:**

### **SIGN IN/OUT PROCEDURES**

Upon arrival at the school, all guests/volunteers are required to check in at the office. You will also receive a lanyard to wear while you are at school which identifies you as a volunteer/guest.

You will be required to sign in and, upon your departure, sign out and drop off the lanyard at the office. A record of all guests/volunteers in the school is crucial should there be an emergency situation.

## **COACHES AND/OR OVERNIGHT**

Coaches and overnight volunteers must be supervised by a teacher-liaison for all school sponsored activities. As a volunteer in this capacity, you are acting in the best interest of all the children, as a parent would. The teaching staff is to deal with behaviour or discipline issues. It is a volunteer's responsibility to report to the teacher any unacceptable verbal or physical behaviours or bullying behaviour. All overnight volunteers will be provided a specific orientation prior to the activity/trip and sign a confirmation after receiving that orientation.

## **FIELD TRIPS**

Field trips are an important learning experience for students. When accompanying students on a field trip, volunteers are to be diligent in supervision with focus placed on the students.

## **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:

- Reassure the child and tell them you will have to tell the teacher or principal about this.
- Inform the principal about the disclosure and he/she will assist you in handling the situation.
- This information is to remain confidential and not discussed with anyone.

## **EMERGENCY PREPAREDNESS PROCEDURES**

Volunteers should become familiar with the following Emergency Procedures:

- Fire (Actual or Drill)  
If a fire alarm sounds while you are working with a student away from his/her usual setting, take the student to the closest exit and leave the building. Once outside, take the student to join his/her class and teacher.
- 'In an Emergency' reference sheet  
Please familiarize yourself with the 'In an Emergency' procedures posted around the school. See page in handbook for definitions.
- Medical  
When dealing with blood or other bodily fluids, wear gloves which are available in the office. Send someone for a staff member. Wash hands before removing gloves and wash again after removing gloves.

## **INAPPROPRIATE BEHAVIOUR/DISCIPLINE PROCEDURES**

Volunteers always work under the supervision of teachers. Disciplining students is not the role of the volunteer. If at any time, while you are volunteering in the school or school activity/trip, you hear offensive comments or observe inappropriate behaviour; you are to intervene. Intervention includes immediately bringing the incident to the attention of the classroom teacher or administrators. Volunteers must not touch or intervene in any physical manner to stop inappropriate behaviour. Physical intervention would be permitted to prevent an assault or to separate the participants in an altercation.

Bill 28, as set out by Manitoba Education and relates to Safe Schools Act, indicates that when a person becomes aware that a pupil may have engaged in unacceptable conduct at school or at a prescribed school-approved activity, they must report the matter to the school principal as soon as reasonably possible. Unacceptable conduct is defined as abusing another pupil (physically, sexually, psychologically, verbally, in writing or otherwise), or repeated or deliberate bullying of another pupil that is of a serious nature.

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

## **SMOKING, VAPING AND USE OF TOBACCO POLICY**

Smoking, vaping and use of tobacco products are not allowed on Division property including grounds. This policy also applies to all volunteers who are participating in school activities such as field trips, sports days or Division sponsored activities.

## **WORKPLACE VIOLENCE POLICY**

Everyone is responsible for creating a safe work environment that is free from violence. All volunteers shall be responsible for working together and bringing all issues to the attention of the principal.

## **SCHOOL VOLUNTEER TIPS:**

### ***Remember to Be:***

- Honest – in your approach and attitude. It will aid in developing trust.
- Patient – when working with students, especially when they are having difficulty.
- Flexible – in responding to the needs of students.
- Kind – a smile goes a long way in building relationships.
- Respectful – treat individuals in the same manner you wish to be treated.
- Confidential – it is very important that what is observed in the classroom and school remains confidential and student performance or behaviour is not to be discussed with non-staff.

### ***What a volunteer does:***

- Help students in their learning.
- Build a caring and supportive rapport to help provide positive learning experiences at school.
- Praise and encourage students.
- Commit to being punctual and present for your volunteer time.
- Follow instructions as provided by the teacher.
- Speak directly to the teacher about concerns or questions.
- Make a difference in a child's life!

### ***Is there anything A Volunteer Shouldn't Do?***

- Discipline students
- Access student information
- Diagnose student needs or medical conditions
- Evaluate student achievement
- Counsel students
- Discuss student progress and/or behaviour with non-staff

### ***Tips for Volunteers:***

- Parking is available at the church parking lot.
- Sign in and out at the office. Obtain a lanyard to wear while at school which identifies you as a volunteer/guest.

- You may use the staff washrooms, coatroom and staff room.
- Personal belongings should be kept with you or housed in a secure space.
- Consult our school calendar regarding monthly activities and closures.
- Our children and teachers are looking forward to you volunteering. If you know you will be away, please let them know in advance.
- Ask questions whenever you need.
- Wear comfortable clothes and don't hesitate to "get down to a child's level".
- If you are unhappy or having difficulties with your volunteer assignment, please tell us!
- Ask the teacher if there is anything you should be aware of when working with a student.
- Be aware and ask about school procedures regarding life threatening allergies.
- Please avoid wearing strong smelling fragrances as we have students and staff with fragrance sensitivities.
- Cell phones should not be used when volunteering.
- If your child attends our school, please do not use recess time or break times to conference with teachers about your child when you are volunteering.
- When working with small groups or an individual student, arrive early enough to receive direction and instruction from the teacher.
- Please be kind and respectful. We encourage this of all our students and staff as well.
- When working with children, encourage them to do their own thinking – give them plenty of time to answer. Silence often means they are thinking and organizing what they want to say or write.
- Please do not do for a child what they can do for themselves. Fostering a child's independence is an important part of school.
- Be aware of and follow the school and classroom schedules and expectations for behaviour.
- Maintain a sense of humour when working with children 😊

#### **SCHOOL SCHEDULE**

|                    |             |
|--------------------|-------------|
| First bell         | 8:50        |
| Opening exercises  | 9:00-9:10   |
| Classes            | 9:10-10:40  |
| Nutrition/Activity | 10:40-11:10 |
| Classes            | 11:10-12:50 |
| Nutrition/Activity | 12:50-1:45  |
| Classes            | 1:45-3:25   |
| Dismissal          | 3:25        |

Volunteers are many things: an extra pair of hands, an extra set of eyes, an extra measure of personal warmth, supportive to students, and a valuable and special resource in enriching the school experience for our students.

## **Thank you for being a volunteer at St. Andrews School!**

# IN AN EMERGENCY



## LOCKDOWN

- Lock doors to room, lights off, move out of sight
- Be quiet and keep still
- Don't open the door even if the fire alarm sounds



## HOLD AND SECURE

- Stay inside
- Outside doors are locked – no entry or exit
- Learning continues



## EVACUATE

- Leave your belongings behind
- Exit the building
- Follow instructions



## SHELTER IN PLACE

- Stay inside
- Follow instructions



## TORNADO

- Stay inside
- Gather in a designated safe area

## CODE HOMEROOM

- Stay in classroom/current location, out of hallways
- Remain in current location until "all clear" is given
- Learning continues



