



**SUDBURY CATHOLIC  
DISTRICT SCHOOL BOARD**

**Volunteer Handbook**

February 2019

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*If there are variations between the information in this handbook and what is provided for in Board policy, APGs, or current legislation, the Board policy, APG, or current legislation will prevail.*

## **Volunteer Handbook**

Welcome to the Sudbury Catholic District School Board and thank you for taking on the important role of volunteer. SCDSB volunteers are extra special people who help make our schools the very best that they can be.

The Sudbury Catholic District School Board is proud of our Catholic faith and traditions. Volunteers contribute to the Board's achievement of its vision and mission, assisting with building Christian community in our schools, applying fairness, consistency and justice.

Volunteers are a welcomed resource in our schools and assist in a wide range of activities and services. They strengthen and enrich educational programs and foster greater co-operation among all the partners in our Catholic school community. Thank you for choosing to make a difference.

### **1. 2017 – 2022 Strategic Plan**

#### *Our Vision*

Leaders in Learning and Faith

#### *Our Mission*

To realize each student's potential within our inclusive Catholic learning community by nurturing and developing their mind, body and spirit.

#### *Our Value Statements*

Modeling Jesus in the World through Faith - Respect - Community - Innovation - Learning

#### *Our Strategic Pathways*

- a. We are called to strengthen our faith-based, inclusive and equitable community.
- b. We are called to promote innovation.
- c. We are called to advance leadership and learning for All.

### **2. Role of the Volunteer**

A Volunteer is an individual who agrees to undertake, without pay, a designated task which supports a classroom or system-wide program. Under the direction of the school Principal, he or she volunteers his or her time, energy, skills and resources in a variety of areas and capacities with the staff and students of our schools. Volunteers may provide short term or long term commitments to such things as: supervising on school excursions, coaching, serving as a guest speaker, or helping to run special events such as book fairs and author visits.



### **3. Responsibilities of the Volunteer**

Volunteer candidates involved in coaching, day and overnight field trips (e.g. Killarney) and situations where “direct and regular” contact occurs with students are to provide a Vulnerable Sector Check prior to volunteering. The Check must have been completed within the previous six months. Volunteers who volunteered at the school for the previous school year will complete an offence declaration prior to beginning their first day of volunteering each year. In order to not place students or staff at risk, the Board will not permit anyone with a positive criminal background check and/or patterns of behavior to volunteer until the record is adjudicated by the school Superintendent and the Senior Manager of Human Resources Services.

- Volunteers must sign in and out in the school’s register in the main office each time they are at a school. Volunteers will wear the volunteer tag or button provided to them by the school.
- The Volunteer must respect the students’ and staff’s right to confidentiality. Information pertaining to medical, child custody, behaviour, academic issues or internal matters are examples of confidential information. It is essential that this kind of information is kept in the strictest confidence. The law and Board policy require it. Volunteers will use discretion and abide by confidentiality and privacy requirements, ensuring they access information on a need-to-know basis only.
- In addition to receiving this Volunteer Handbook, Volunteers will receive a copy of the School Code of Conduct and Student Handbook (if available), which they will familiarize themselves with. In situations where the Volunteer is unsure of what procedure to follow, he/she will refer the situation directly to the Principal or designate.
- The Volunteer must be vigilant of strangers. Please report suspicious behaviour (such as sitting in a vehicle, or standing by the fence observing the students) to the Principal or designate. All Volunteers must report any suspicion of child abuse directly to the Children’s Aid Society (CAS).
- Volunteers will endeavour to honour their time commitment, and notify the Principal or designate with as much notice as possible if they are unable to do so.
- Volunteers will follow emergency procedures, as directed.

### **4. What a Volunteer can expect from the Principal**

The Principal is there to assist and guide volunteers. This includes welcoming volunteers and providing them with essential basic information. The Principal is ultimately responsible for the actions and activities of any volunteer within the school or participating with students in co-curricular/extra-curricular activities.

Each year, the Principal (or designate) will:

- Collect from new volunteers involved in coaching, day and overnight field trips (e.g. Killarney) and situations where “direct and regular” contact occurs with students a Vulnerable Sector Check prior to the start of any volunteering activity. In a subsequent consecutive year, the Principal shall collect a completed Offence Declaration.
- Guide the Volunteer to complete the School/Volunteer Agreement.
- Review the role with the volunteer.
- Review relevant matters such as school policies, confidentiality and privacy expectations, school routines, and the school code of conduct, as appropriate.
- Review procedures related to discipline issues, noting that volunteers must not discipline students.
- Inform the Volunteers of any specific health and safety procedures and/or information pertinent to the role. This includes emergency procedures for fire alarm, emergency lockdown, first aid and the protocol for student medical concerns/conditions.
- Provide a tour of the school and may provide a school map.
- Introduce Volunteers to staff as appropriate.
- Guide the Volunteer to complete required training through the links on the Board website at <http://www.sudburycatholicschools.ca/volunteering/>.
- Answer the volunteer’s questions.

## **5. Sudbury Catholic Schools: Code of Conduct (excerpt from APG# SS10 Code of Conduct located in section 3 of the APG)**

### **STANDARDS OF BEHAVIOUR**

Respect, Civility, and Responsible Citizenship

All members of the SCDSB school communities must:

- respect and comply with all applicable federal, provincial, and municipal laws;
- demonstrate honesty and integrity;
- respect differences in people, their ideas, and their opinions;
- treat one another with dignity and respect at all times, and especially when there is disagreement;
- respect and treat others fairly, regardless of, for example, race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age, or disability;
- respect the rights of others;
- show proper care and regard for school property and the property of others;

- take appropriate measure to help those in need;
- seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully;
- respect all members of the school community, especially persons in positions of authority;
- respect the need of others to work in an environment that is conducive to learning and teaching; and/or
- not swear at a teacher or at another person in a position of authority.

## **SAFETY**

All members of the SCDSB school communities must not:

- engage in bullying behaviours;
- commit sexual assault;
- traffic weapons or illegal drugs;
- give alcohol to a minor;
- commit robbery;
- be in possession of any weapon, including firearms;
- use any object to threaten or intimidate another person;
- cause injury to any person with an object;
- be in possession of, or be under the influence of, or provide others with alcohol or illegal drugs;
- inflict or encourage others to inflict bodily harm on another person;
- engage in hate propaganda and other forms of behaviour motivated by hate or bias; and/or
- commit an act of vandalism that causes extensive damage to school property or to property located on the premises of the school.

## **6. Administrative Procedures and Guidelines (APGs)**

The Administrative Procedures and Guidelines (APGs) are an excellent resource and are accessible on the Board's website.

There are five categories of APGs:

- i. Academic and Student Services (prefix of SS in the APG's number, e.g. APG# SS10)
- ii. Corporate Services (prefix of CS in the APG's number)
- iii. Health and Safety (prefix of HS in the APG's number)
- iv. Human Resources (prefix of HR in the APG's number)
- v. Privacy Information Management (prefix of PIM in the APG's number)

## **7. Dress Code**

Dress codes may vary by school location; therefore, confirmation with the individual school is essential. In general, dress codes must ensure the safety of students by requiring appropriate clothing for the event or activity. Clothing should be neat and appropriate for school.

## **8. Absence and Punctuality**

Volunteers are valuable contributors to our schools! Staff and students rely on your attendance and punctuality for the time you have committed to. Please notify the appropriate person at the school as soon as possible when circumstances necessitate absences. It may be essential so that the school Principal may contact a suitable replacement.

## **9. Health and Safety**

As a volunteer, you may be involved in a variety of activities. Use of common sense, good judgment and when in doubt asking questions may be all that is normally required. At times specific training or information needs may be provided e.g. a list of the students that you will be working with who have specific allergies and the care plan for what to do if they have a reaction. If you have questions, please contact the Principal/designate.

Please report any incident or accident to the Principal even if there seems to be no injury to yourself or others, or damage to equipment etc.

Emergencies and fire drills are generally indicated by an alarm bell. In all cases, including during a drill, please follow the Principal or designate's instructions calmly and quickly.

Any bodily fluids i.e. blood, vomit, urine must be cleaned up and handled in a prescribed manner. Please advise the office and the school custodial worker will take care of these issues.

All school properties are smoke free and scent free environments. Smoking, alcohol, marijuana and illegal drugs are not permitted on any school property or school trip.

The Sudbury Catholic District School Board is committed to the prevention of illness, injury and property damage through the provision and maintenance of a healthy and safe workplace environment for all employees, students, volunteers, visitors and contractors. To fulfill this commitment, the Board shall comply with and enforce legislative requirements including the Ontario Occupational Health and Safety Act, Environmental Protection Act, and other federal and provincial statutes, local by-laws, plus all policies, rules or procedures issued by the Board.

In consideration of our focus on Health and Safety, it is essential that all employees and volunteers must:

- Work in compliance with the provisions of the Occupational Health and Safety Act, Environmental Protection Act and Regulations, and the Board's environmental, health and safety policies and procedures;
- Use or wear protective equipment, devices, and clothing (including footwear) that the Principal or designate requires to be worn;
- Report to the Principal or designate the absence of, or a defect in any protective device of which they are aware, that may endanger themselves or another person;
- Not remove or make ineffective any protective device required by the regulations or by the Principal or designate;
- Report to the Principal or designate any contravention of the Occupational Health and Safety Act, Environmental Protection Act and Regulations or the existence of any hazard of which they are aware;
- Not use or operate any equipment, machine, device or work in a manner that may endanger themselves or any other person;
- Not engage in any prank, contest, feat of strength, unnecessary, or rough and boisterous conduct;
- Report to the Principal or designate all accidents and incidents.

## **10. Workplace Anti-Violence and Anti-Harassment**

### **Volunteer's Rights and Responsibilities**

The Board recognizes the right of every volunteer to an environment that is free from harassment. Each and every member of the organization is expected to assist in the implementation of the Workplace Anti-Harassment and Appropriate Conduct APG by conducting themselves in a manner which honours diversity, demonstrates professional conduct and mutual respect for others in the workplace.

- Employees and volunteers are expected to act towards all other individuals professionally and respectfully. That includes students, co-workers, colleagues, supervisory staff, subordinates, volunteers, elected officials, parents and members of the public.
- Employees and volunteers who believe they have been treated in an improper and offensive manner are expected to communicate to the offending party, as soon as possible, directly or through a supervisor, their disapproval or unease. Guidance is available from their supervisor, or the Human Resources department.



- Volunteers can expect prompt action if they report an incident of harassment to their supervisor or if necessary, to another appropriate supervisor.
- Volunteers can expect to be treated without fear of embarrassment or reprisal when dealing with a harassment situation or in the resolution of a complaint.
- Volunteers will be encouraged to participate in a mediation process where appropriate before proceeding with the complaint process.

## **11. Disclosure of Abuse by a Student to a Volunteer**

Volunteers who work closely with students have a unique opportunity to help students to build feelings of competence, confidence, and self-worth. That student may show increasing trust in the volunteer. With this opportunity also comes responsibility.

If a student has reached the point of feeling very trusting with a volunteer it could happen, that the student makes a disclosure to the volunteer. As well, a volunteer, after working with a student for a period of time, may come to suspect, either from behavioural or physical signs such as injuries, that the student might be a victim of abuse. It is therefore important that volunteers are aware of their responsibilities and the correct procedure to follow.

No one feels comfortable reporting suspected abuse, but the fact is that it is a legal obligation of every Ontario resident to report any case of suspected child abuse to the Children's Aid Society (telephone: 705 566-3113). A volunteer should also ensure that any suspicion of child abuse is relayed to the Principal.

One of the most difficult things to handle may be the student who asks the person in whom they have confided and disclosed to "promise not to tell". You cannot legally make such a promise, and you should be clear about it with the child. Also, do not try to counsel the student or investigate the situation or circumstances. Be sympathetic and empathetic without being judgmental. Seek assistance from the principal/designate as soon as possible.

## **12. Liability Insurance**

The Liability Insurance of the Board covers persons who, at the request of the Board, are performing activities involving supervision of students. This includes volunteers assisting with either in school or extracurricular activities as arranged and/or approved by Principals.

For example, if a volunteer was working with a group of students and an accident occurred resulting in a lawsuit, the Board's Liability Insurance would cover the volunteer as well as the Board. If volunteers are transporting students in their private vehicles to Board approved events, it is necessary that they have liability insurance on their vehicles. It is recommended that the minimum liability limit be \$1,000,000.

The Board does carry excess third party liability insurance to provide protection for employees of the Board, including volunteers, who may on occasion use vehicles not owned by the Board to transport students, without charge, for emergencies, curriculum or extracurricular activities. The liability covered is that liability imposed by law upon an employee of the Board (including

volunteers) for bodily injury or death to students suffered while such students are being transported by the person who is acting on behalf of the Board.

This insurance covers only that liability imposed by law, which may be in excess of the person's own third party auto liability coverage, to a maximum of the Board's non-owned auto policy i.e. the automobile policy of the driver is the primary responder with OSBIE responding only after the primary responder's limits have been exhausted. OSBIE covers up to a combined limit of \$20M.

All volunteer "trip drivers" are required to complete the "Volunteer Driver Authorization to Transport Students Form". It can be downloaded from [www.osbie.on.ca](http://www.osbie.on.ca); under the tab Risk Management, the item Recommended Forms and Checklists will bring up the Volunteer Driver Forms, part A and part B. The form is also attached to APG# SS13 Educational Field Trips, as Appendix E.

Use of a volunteer's car in any volunteering activity including transporting students must be pre-authorized by the Principal.

### **13. Communication**

Persons volunteering for the Board may be in regular and/or direct contact with students. Effective communication with students promotes respect and is an example for youth, because children learn from personal experiences.

The following will be useful in communicating with students:

- Let students know you are there to help.
- Be enthusiastic and positive. A relaxed and caring presence sets the right tone.
- Be active and dynamic in your interactions.
- Support school regulations and be consistent in following school routines.
- Regularly congratulate, praise and encourage students for their good conduct.
- Recognize students who take pride in a clean classroom and schoolyard.
- Remember....no one can resist a smile!
- Please ensure any of the following is communicated with the Principal or teacher:
  - any difficulty with student behaviour;
  - any health and safety concern, including hazardous conditions or unsafe acts;
  - any suspicion of abuse;
  - any matter you have concerns with.

*Thank you for Volunteering!*

