



VOLUNTEERS AT ST. MARY'S HIGH SCHOOL

(APO 001)

(revised June 2016)

INTRODUCTION:

Volunteers are a welcomed resource at St. Mary's High School. The school is in a position of trust with regards to students and must strive to protect their intellectual, physical, mental, and emotional well-being. As such, the WCDSB administrative procedure (APO 001) mandates that all volunteers be screened, references checked, and Criminal Background Check (CBC) done. School administration reserves the right to oppose or rescind any volunteer placement. The school's administrative contact for volunteering is **Kevin Hinsperger**.

PROCEDURES/REQUIREMENTS:

1. Each volunteer should have a clear understanding of their activities, duties, responsibilities, rights and parameters of their involvement.
 - ✓ Teachers to whom a volunteer is assigned should clearly define the volunteer's task and expectations.
 - ✓ Volunteers who assist in classrooms are asked to check in with the receptionist for each visit.
 - ✓ **Volunteer coaches should provide proof of meeting the OPHEA Safety Guidelines for their sport. These can be found at: <http://safety.ophea.net/safety-plan/165>**
2. All new volunteers must be interviewed/screened by a school administrator (formally or informally depending on how well the volunteer is known to a staff member). The following forms need to be submitted:
 - ✓ A Criminal Background Check (CBC) within the last 6 months.
 - Can be ordered through any Waterloo Region Police Station with personal ID. Results are usually returned with 1 to 2 weeks and one original copy should accompany this package.
 - A letter has been included in this package (page 2) that will allow you to obtain this from the Waterloo Regional Police for a reduced rate.
 - ✓ The names and phone numbers of 3 References provided by the volunteer candidate, who have direct knowledge of the volunteer's work with children or youth. These will be contacted by phone and verified.
3. All volunteers (new and returning) must complete and/or update and sign annually:
 - ✓ Volunteer Offence Declaration (VOD), found on page 3.
 - ✓ Volunteer Information Form (VIF), found on page 4 (they do not need to indicate 3 references).
 - ✓ School/Volunteer Agreement (SVA), found on page 5.
 - ✓ Volunteer Driver Form (if applicable), found on page 11.
 - ✓ Volunteers who are presently employees of the WCDSB need only to complete pages 4 and 5 (they do not need to indicate 3 references).
4. Signing of the Volunteer Offence Declaration with no offences, and positive reference checks, means that the volunteer can begin volunteer work in the school and can continue volunteering pending positive CBC results. **School Administration will notify the volunteer and staff member when the volunteer can begin their volunteer placement after references have been checked. School administration reserves the right to oppose or rescind any volunteer placement at any time.**



St. Mary's High School

1500 Block Line Road · Kitchener, Ontario N2C 2S2
Phone: (519) 745-6891 Fax: (519) 745-2256
Website: stmary.wcdsb.ca

June 1, 2016

To Whom It May Concern:

Mr/Mrs/Ms _____ would like to work as a volunteer at St. Mary's High School during the 2016-2017 school year. As part of our protocol for him/her to take on this role, he/she is required to provide an updated Criminal Background Check. Please accept this letter as confirmation that we would like to work with him/her as a volunteer at St. Mary's during the 2016-2017 school year.

Sincerely,

Kevin Hinsperger

Kevin Hinsperger
Vice Principal



ST. MARY'S HIGH SCHOOL

VOLUNTEER OFFENCE DECLARATION (VOD)

I, _____ hereby declare that:
Please Print

I have no convictions for offences 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).

I have the following convictions for offences under the **Criminal Code of Canada** for which a pardon has not been issued or granted under the **Criminal Records Act** (Canada).

OFFENCE:	DATE:
OFFENCE:	DATE:

DATED this _____ day of _____ 20____

NAME (Print)

SIGNATURE

St. Mary's High School, Kitchener, ON
SCHOOL

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 Procedure for Volunteer Programs in the Waterloo Catholic District Schools, and will be retained only for the current school year. Questions about this collection of personal information should be directed to the Freedom of Information Coordinator at the Waterloo Catholic District School Board at (519) 578-3660.



ST. MARY'S HIGH SCHOOL
Volunteer Information Form (VIF)

Name: _____

Address: _____ Phone: _____
Street City Postal Code

E-mail address: _____

Family Doctor* _____ Phone: _____

* Should my family doctor not be available, I agree that the principal (or designate), in an emergency, shall call any local doctor and/or ambulance on my behalf.

In case of emergency, please notify:

Name: _____ Relationship _____

Address: _____ Phone: _____

If you have any health condition or intolerance to certain medications, please indicate below:

Areas of expertise (if in university also give year and institution):

Areas of interest at St. Mary's (i.e. enriching programs in subject areas, coaching, special activities):

Availability: Please refer to next page and complete the attached chart.

Three references (name, title/position, phone # or email) who can comment on your character and/or work with children or adolescents and that we may contact. (If you are a former St. Mary's student, you may use our own teachers as references.)

- 1.
- 2.
- 3.

I, the undersigned, have been briefed about the expectations of my role at St. Mary's. I understand the expectations about confidentiality and communication with other staff and parents. I give permission for an administrator to contact the above named references. If for any reason I breach conditions for volunteering as outlined by the school, the Education Act, Regulations, Board Policy, or Administrative Procedures APO 001, the Principal has the right to ask me to cease volunteering at St. Mary's.

Volunteer Signature: _____ Date: _____



ST. MARY'S HIGH SCHOOL SCHOOL/VOLUNTEER AGREEMENT (SVA)

Volunteer Name: _____ Class/Club/Team & Staff Member: _____

1. Application Forms:

- Volunteer Offence Declaration (VOD) (Required for all volunteers – updated annually.)
- Criminal Background Check (CBC) (Required for new volunteers; on file for former volunteers.)
- 3 References (Required for new volunteers; on file for former volunteers.)
- Volunteer Information Form (VIF) (Required for all volunteers – updated annually.)
- School/Volunteer Agreement (SVA) (Required for all volunteers – updated annually.)

2. Start Date: _____ End Date: _____

3. Duties and Responsibilities: As assigned by the staff member.

4. Time Commitment: Please indicate your availability below.

	Monday	Tuesday	Wednesday	Thursday	Friday
Period 1 9:05 – 10:20 am					
Period 2 10:27 – 11:42 am					
Period 3 Lunch 11:49 am – 12:27 pm					
Period 3 11:49 am – 1: 04 pm					
Period 4 Lunch 1:11 – 1:48 pm					
Period 4 12:33 – 1:48 pm					
Period 5 1:55 – 3:10 pm					
Coaching Sports Specify Team &Time					
Club Support Specify Club &Time					

5. The volunteer agrees to:

- a) Respect the confidentiality of all information that may be received regarding any students or staff while a volunteer.
- b) Abide by W.C.D.S.B. policies and procedures APO 001.
- c) Notify the appropriate staff member at school as soon as possible when circumstances necessitate absence from duties.
- d) Act in accordance with the norms and expectations of the school as outlined during orientation and in the volunteer manual.

6. The school agrees to:

- a) Provide both initial orientation and ongoing training and support for a Volunteer.
- b) Show respect and appreciation by giving volunteers suitable assignments in line with a volunteer's area of interests and skills.
- c) Inform volunteers in advance of all scheduled changes (holidays, special events, etc.).
- d) Ensure that students treat all volunteers with respect and co-operation.

Signature of Volunteer

Date

Signature of Principal or Designate

Date



STATEMENT ABOUT CONFIDENTIALITY & PRIVACY

Perhaps one of the greatest obstacles in the path of effective use of volunteers, especially parent volunteers, is the concern on the part of the teachers and principals regarding the possible use of privileged and confidential information.

Pursuant to the *Municipal Freedom of Information and Protection of Privacy Act*, volunteers with the Waterloo Catholic District School Board will at all times uphold complete confidentiality.

Volunteers are not allowed to have free access to a student's records for any reason. Under no circumstances will a volunteer be given such personal information as home phone numbers, addresses, birth dates without the consent of the parent/guardian or student who is sixteen or older. Volunteers who are assisting administration and/or office staff will often need to access this information. This is permissible only if there is a staff member directly supervising the volunteer.

The volunteer will be privy to only that personal information which they need for a consistent purpose to perform the function they have been assigned. In some circumstances, the volunteer may require background information on a student to best understand the particular needs of the student for the purpose of providing proper assistance. The teacher would share only the appropriate information. As well, volunteers by being in the school setting and by working with students and staff will form personal opinions and arrive at personal conclusions.

In addition, volunteers are in a position to learn and observe more about staff members than would be learned or observed in a regular parent to teacher relationship.

There is nothing wrong with the volunteer possessing such knowledge or personal opinions. However, in no case should such knowledge or opinions be shared in the community. Likewise, care must be taken to refrain from expressing comments harmful to the reputation of each pupil or professional.

If a problem develops, the line of communication regarding a situation in the school is always first with the staff member concerned and then, if necessary, with the principal.

A volunteer has every right to expect that his or her participation will be treated with the same confidentiality and respect.

STATEMENT ON DISCLOSURE OF ABUSE BY A STUDENT TO A VOLUNTEER

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

If a student has reached the point of feeling very trusting with a volunteer it could happen, should the student be a victim of abuse, 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 an abuse victim. It is therefore important that volunteers are aware of their responsibilities and the correct procedure to follow.

No one feels comfortable about 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 a Family and Children's Services (F&CS.). 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.



STATEMENT ON HEALTH & SAFETY ISSUES

Observing the safe work practices in our day-to-day activities is the responsibility of all who work for the Waterloo Catholic District School Board, both employees and volunteers. It is in everyone's best interests to work safely in our schools. A list of standard health and safety requirements for all employees and volunteers is included below.

The Board does not provide accident insurance or Workers' Compensation that would provide benefits or compensation for injuries to volunteers.

Certain safety fundamentals are basic to the operation of our schools and facilities. As well, more in-depth information and procedures cover a large and diverse range of activities in our schools.

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 will 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 feel a need for information or training, please contact the principal.

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. Follow the staff member/principal's instructions calmly but quickly. Everyone must leave the building. The students have usually rehearsed for these eventualities.

Any bodily fluids i.e. blood, vomit, urine must be cleaned up and handled in a prescribed manner. The volunteer is directed to advise a staff member of a problem and the school caretaker will deal with such incidents.

Smoking, alcohol and illegal drugs are not permitted on any school property.

STANDARD HEALTH & SAFETY REQUIREMENTS

The Waterloo 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 the above policy it is essential that all employees and volunteers must:

1. 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;
2. Use or wear protective equipment, devices, and clothing that the supervisor requires to be worn;
3. Report to their supervisor the absence of, or a defect in any protective device of which they are aware, that may endanger themselves or another person;
4. Not remove or make ineffective any protective device required by the regulations or by the supervisor;
5. Report to their supervisor 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;
6. Not use or operate any equipment, machine, device or thing or work in a manner that may endanger themselves or any other person;
7. Not engage in any prank, contest, and feat of strength, unnecessary, or rough and boisterous conduct;
8. Report to their supervisor all accidents and incidents.



ST. MARY'S HIGH SCHOOL GUIDELINES FOR VOLUNTEER COACHES

Volunteer coaches are a valued addition to the St. Mary's High School coaching staff. They bring a wealth of expertise, energy and experience to enhance our many athletics programs. We welcome them and are appreciative of their time and work as mentors and role models for our students

In order for our volunteer coaches, staff coaches and student athletes to get the most out of this experience, the following guidelines have been put in place. All volunteer coaches must meet with the staff coach/es prior to commencing their volunteer service. At this time the staff coach will clarify and discuss:

- a) the SMH expectations for student athletes (ie academics, behaviour, language, attendance, sportsmanship);
- b) the SMH expectations for volunteer and staff coaches (ie behaviour, language, sportsmanship, confidentiality & privacy, hours of availability);
- c) what both the staff and volunteer coaches are qualified to, and comfortable with, offering to the program;
- d) individual responsibilities for practices and games (ie "who is responsible for what");
- e) safety and first aid practices;
- f) the role of the staff coach as the final word in all issues pertaining to the team, regardless of the expertise and experience the volunteer coach may possess;
- g) if either the volunteer or staff coach is uncomfortable with a situation and cannot resolve it between themselves, then the issue should be brought to the attention of either Larry Scanlon (Athletic Director) or Kevin Hinsperger (Vice Principal) immediately;
- h) that if the volunteer coach holds a philosophy of coaching that is contrary to the coaching philosophy of St. Mary's High School, and is unwilling or unable to abide by the SMH philosophy, then the volunteer coach will be released from their coaching duties;
- i) that all forms and money pertaining to the team will only be handled by the St. Mary's staff coach;
- j) that students can only take part in practices and games/tournaments after they have submitted all signed forms and paid their sports fees.



ST. MARY'S HIGH SCHOOL TIMETABLE

Warning Bell: 9:00 a.m.
Period 1 9:05 – 10:20 am
Period 2 10:27 – 11:42 am
Period 3 Lunch 11:49 – 12:27 pm
Period 3 11:49 am – 1:04 pm
Period 4 Lunch 1:11 – 1:48 pm
Period 5 1:55 – 3:10 pm



VOLUNTEER DRIVERS / INSURANCE REQUIREMENTS

Students may be provided with transportation by volunteer Board or non-Board employees, including students, who are properly licensed and can provide proof of adequate insurance coverage.

All volunteer drivers' vehicles, to their knowledge, must be in good repair and have working seat belts for all seats in the vehicle. Children weighing less than 18 kg (40 lbs.) must be transported while seated in appropriate car/booster seats which must be properly secured per manufacturer's instructions.

The Principal must ensure that those who provide transportation for students have a minimum of \$1,000,000.00 Liability and Property Damage Insurance.

The Principal shall keep a record of the names of those drivers who meet the Public Liability Insurance Coverage specified above and only those drivers will be allowed to transport students to and from school activities.

SUMMARY OF INSURANCE COVERAGE

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 up to the \$20 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 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 coverage to those who are using personal vehicles on the business of the Board. In accordance with Legislation, this coverage is excess to 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 suite 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.

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 policies. 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

For the personal protection of volunteer drivers, all owners/drivers of private vehicles must 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.

APPENDIX G2

VOLUNTEER DRIVERS

This will authorize _____

(Name of teacher or other volunteer driver)

- 1. To transport students participating in the events listed on the attached school schedule: **OR**
- 2. To transport students participating in the following school activity: _____

3. Vehicle Information: Make _____ Year _____ Licence # _____

Date	School Name	Principal's Signature
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All * **“Trip Drivers”** including Volunteer Drivers are advised that, in order to bring into effect the Board's Excess Insurance, they should:

- a) Use a licensed automobile which carries valid third-party liability insurance as required under legislation in the Province of Ontario.
- b) Provide the Board prompt written notice, with all available particulars, of any accident arising out of the use of a licensed automobile during a trip on business of the Board.
- c) Be aware that the Board's Excess liability insurance comes into effect only after the “Trip Drivers” insurance has been exhausted, to a combined total of \$20,000,000.
- d) Volunteer drivers must have a minimum of \$1,000,000 insurance liability.

N.B. * A “Trip Driver” is defined as any person authorized by the Board **who has agreed to be a driver for a certain trip** while they are driving their own or another licensed automobile (includes trustees, employees, teachers, parents, volunteers and officials of the Board). **Employees of the Board are not required to transport students nor should this be an expectation of staff who volunteer for co-instructional activities.**

1. **Declaration to be signed by Driver:** I declare that I am 18 years of age or older and I am fully licensed:
- I am licensed to drive in Ontario and my vehicle is insured by valid automobile liability insurance as required by Ontario law. _____(Insurance Company / Policy Number)
 - The vehicle is mechanically fit and that there are seat belts in working condition for all passengers.
 - Where the vehicle is equipped with passenger-side air bags, I will comply with the advice contained in the owner's manual with respect to the safety of children seated in the front seat.
 - **When transporting children who weigh less than 18 kg (40 lbs.) appropriate car/booster seats are provided and properly secured per manufacturer's instructions.**

_____ Signature	_____ Date
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2. **Declaration to be signed by the owner of the vehicle** (if the volunteer driver does not own the vehicle): I declare that:

I have authorized _____ to drive my vehicle _____
▪ *Vehicle make / License Number*

- to transport students participating in the school event(s) listed on this form.
- He/She is **18 years of age or older, properly** licensed to carry passengers and is fully insured as a driver under the vehicle liability insurance as required by Ontario Legislation. _____
▪ *Insurance Company / Policy Number*
 - The vehicle is mechanically fit and that there are seat belts in working condition for all passengers.
 - Where the vehicle is equipped with passenger-side air bags, he/she will comply with the advice contained in the owner's manual with respect to the safety of children seated in the front seat.
 - **When transporting children who weigh less than 18 kg (40 lbs.) appropriate car/booster seats are provided and properly secured per manufacturer's instructions.**

_____ Signature	_____ Date
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