



VOLUNTEERS AT ST. MARY'S HIGH SCHOOL

(Based on APO001)
(Revised September 2022)

INTRODUCTION:

Volunteers are a welcome 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 **Michael Ambeau**.

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 contact phone number (or e-mail) 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 the Administration and verified.
 - ✓ Complete the Accessibility for Ontarians with Disabilities Act (A.O.D.A.) Training before beginning their volunteer placement. The training can be found at: <https://www.wcdsb.ca/our-schools/volunteer/>
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

Waterloo Catholic District School Board

September 1, 2022

To Whom It May Concern:

Mr/Mrs/Ms _____ would like to work as a volunteer at St Mary's High School during the 2022-2023 school year. As part of our protocol for him/her to take on this role, this individual is required to provide an updated Criminal Background Check. Please accept this letter as confirmation that we would like to work with this individual as a volunteer at St Mary's High School during the 2021-2022 school year.

Sincerely,

Michael Ambeau

Michael Ambeau
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, Ontario

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 HS (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 # and 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 Ad, 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: _____

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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 9:00 am – 10:15 am | | | | | |
| Period 2 10:20 am – 11:35 am | | | | | |
| Period 3 Class 11:40 am – 12:55 pm | | | | | |
| Period 4 Class 12:20 pm to 1:35 pm | | | | | |
| Period 5 1:40 pm to 2:55 pm | | | | | |

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 HS 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 St Mary's High School expectations for student athletes (ie academics, behaviour, language, attendance, sportsmanship);
- b) the St Mary's High School 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 (i.e. "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 Kyle Armour (Athletic Director) or Michael Ambeau (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 St Mary's High School 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 High School 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

| | |
|---------------------------------------|--|
| Period 1 9:00 – 10:15 | |
| Period 2 10:20 – 11:35 | |
| Period 3 Lunch 11:35 -12:15 | Period 3 Class 11:40 – 12:55 |
| Period 4 Class 12:20 – 1:35 | Period 4 Lunch 12:55– 1:35 |
| Period 5 1:40 – 2:55 | |

Please also print volunteer driver form if applicable