École R. W. Bobby Bend School Volunteer Manual

Thank you for your willingness to volunteer at École R. W. Bobby Bend School. This handbook has been prepared to assist our volunteers and provide guidance during your volunteer experience.

Prior to volunteering Volunteers need to drop off the following:

- ☐ Child Abuse Registry Check: All volunteers working in our school will be required to complete a Child Abuse Registry Check Form. The form is to be completed and returned to the school so it can then be submitted to the Provincial Child Abuse Registry. Please note that the presence on the Child Abuse Registry will exclude an applicant from placement as a volunteer. RWBB will notify all volunteers when the approved checks have been received.
- ☐ Criminal Record Check: All volunteers will be required to complete a Criminal Record Check form. Applicants must complete the forms at their local RCMP office. The fee for this service will be waived when a letter from the school confirming the check is for volunteer purposes. This form is then returned to the school by the volunteer. 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.
- ☐ Pledge of Confidentiality & Volunteer Agreement: All volunteers will be required to sign the Pledge of Confidentiality form and Volunteer Agreement. Confidentiality is of the ***utmost*** importance.
  Please do not discuss:
  - Student performance
  - Teachers
  - School policies
  - Your own reactions to the school situations with anyone other than staff with whom you are working.
  - Please no 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.
  - If a parent does contact you, simply refer the parents to the child's teacher.

Volunteer Documents Requirements:

- ☐ Child Abuse Registry Check
- ☐ Criminal Records Check
- ☐ Pledge of Confidentiality
- ☐ Volunteer Agreement
- ☐ Respect in School Course
- ☐ ICT Acceptable Use Agreement If applicable
- ☐ Volunteer Orientation

RWBB New School Schedule:

8:40 am – Student Entry
8:50 am – Announcements
8:55–10:40 – Teaching Block One
10:40-11:15 – Nutrition/Activity Break #1
11:15 – 1:00 Teaching Block Two
1:00 – 2:00 Nutrition/Activity Break #2
2:00-3:25 Teaching Block Three
3:30 – Bus Student Dismissal
3:40 – Town Dismissal

École R. W. Bobby Bend School
377-2nd Avenue North
Stonewall, MB
R0C 2Z0
204-467-5537
Email: rwbb@isd21.mb.ca
Website: erwbb.interlake.ca

☐ Respect in School Online 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. You can access the course at: https://mbed-school.respectgroupinc.com/koala_final/

☐ ICT Acceptable Use Agreement: If applicable, volunteers will be required to read the ISD Responsible Use of Information and Communication Technologies. Volunteers will agree to comply with all guidelines and regulations.

Procedures and Protocols

1. Sign In/Out Procedures: All volunteers are asked to sign in upon arrival and sign out prior to leaving. The School Sign-in/Sign-out binder is located in the office.

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. Please inform the principal and he/she will assist you in handling the situation. This information is to remain confidential and not discussed with anyone.

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

4. Emergency Preparedness Procedures: Volunteers should become familiar with the following Emergency Procedures by having a conversation with the classroom teacher to become familiarized with Fire Drills, Lockdowns, Hold and Secure, Evacuate, Code Homeroom, Shelter in Place, and Tornado.

Nothing teaches hope, kindness, courage, and compassion like helping others. Thank You for Volunteering!

Volunteers:

- 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

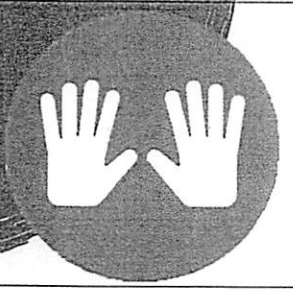
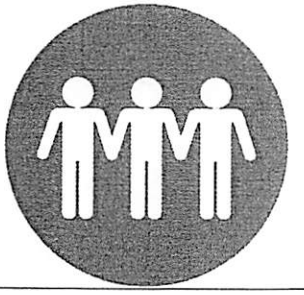
Remember to be:

- *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.*

Volunteer are <u>not</u> responsible for:

- Disciplining students
- Evaluating student achievement
- Counselling students
- Diagnosing student needs or medical conditions
- Discussing student progress and/or behaviour with non-staff
- Accessing student information

IN AN EMERGENCY

	LOCKDOWN ▪ 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 designated safe area