



**Huron-Superior Catholic**  
DISTRICT SCHOOL BOARD

# VOLUNTEER MANUAL





## Huron-Superior Catholic DISTRICT SCHOOL BOARD

### MESSAGE FROM THE DIRECTOR OF EDUCATION

#### **Welcome to our Team!**

Schools in the Huron-Superior Catholic District School Board value the contribution that all members of the community make to the education of our students. We believe that the experiences that volunteers bring to the life of the school enrich the quality of our programs, enhance successful outcomes for students, and complement the activities of existing staff.

We are committed to creating an environment that welcomes and promotes opportunities for volunteer participation by members of our diverse community.

We extend a warm welcome to you as a volunteer and thank you for your willingness to share your time. Your knowledge, experiences and talents will certainly enhance student learning.

Sincerely,

A handwritten signature in black ink that reads "Danny Viotto". The signature is fluid and cursive.

Danny Viotto  
Director of Education



**Huron-Superior Catholic**  
DISTRICT SCHOOL BOARD

## our mission

Rooted in Jesus Christ, we are a Catholic learning community called and committed to develop the full potential of each child and to nurture a personal relationship with Jesus that will inspire Catholic leadership.

## our values

Dedicated to excellence in education and the desire to live the values of Jesus we strive to:

- affirm the sacredness of life and respect for all creation
- reverence the dignity of each person as a Child of God
- provide an enduring education that reflects the essence of our Catholic traditions
- proclaim Christ's message throughout the curriculum
- celebrate God's love in prayer, at Eucharist and in all sacramental moments of life
- create sacred learning environments
- cultivate enriching opportunities that will deepen faith.

## our vision

Guided by the Spirit on our journey, together with family and Church, we mutually invite, encourage and support one another in our efforts to transform the world.

**Journey Together in Faith and Learning**



## **WHAT IS A VOLUNTEER?**

A volunteer is a person who supports educators as they cultivate enriching opportunities for our students. Volunteers will serve in that capacity without compensation or employee benefits of any type, except for Liability Insurance Coverage for Volunteers as provided by Board Insurance. Volunteer activities are meant to enhance, but not take over, professional duties traditionally performed by paid staff.

Volunteer activities may take place within or be connected with your school under the authority of the principal; or they may take place beyond the school as a system-wide activity under the authority of senior staff. You may undertake this activity as an individual or as part of a group. The activity may be short term or long term, and can be focused or diverse.

The specific terms and conditions will be mutually agreed upon by you, and the staff or designate responsible for the activity.

## **YOUR ROLE AS VOLUNTEER**

As a volunteer, you will be responsible to the principal/supervisor and/or designate of the school/department and will:

1. Support educators in providing an enduring education.
2. Reverence the dignity of each person.
3. Maintain and respect confidentiality.
4. Participate in training sessions as required.
5. Inform appropriate personnel in case of absence or withdrawal of service.
6. Respect communication protocols.



## **A VARIETY OF ACTIVITIES**

There are a variety of tasks and duties, too numerous to list fully here, that you may be asked to perform, depending on your interests, skills, abilities and time availability. NOTE: All activities must be conducted under supervision.

As a volunteer, you may assist in such activities as:

1. Setting up equipment and materials.
2. Creating displays.
3. Helping with winter activities (e.g., tying skates).
4. Collecting funds for specific purposes (e.g., charitable campaigns).
5. Photocopying.
6. Developing school newspapers.
7. Independent coaching, in collaboration with a designated teacher.
8. Using your individual expertise in a given area (e.g., firefighting, nursing, arts and crafts) to enhance the curriculum.
9. Organizing cultural activities.
10. Participating in field trips.
11. Arranging materials in the library/book room.
12. Assisting with literacy and numeracy activities.
13. Supporting others with computers and other forms of technology.
14. Playing instructional games with students.
15. Planning liturgical celebrations.

## **THE VALUE OF VOLUNTEERING**

**“Let your light shine before others, so that they may see your good works and give glory to our God in heaven.” Matthew 5:16**

Volunteer activities are valued because they help develop the full potential of each child.

These benefits include:

1. Cultivating school/community relationships.
2. Enhancing and supporting student learning.
3. Providing an enduring education that reflects the essence of our Catholic traditions.
4. Providing members of the Catholic community and community at large with opportunities to share their gifts and talents.
5. Gaining valuable experience that enhances their personal growth.
6. Inspiring our young to be the best for our world.



## RIGHTS AND RESPONSIBILITIES

Volunteering is no longer a casual activity for those with leisure time, but rather an acceptance of the fact that community service is an essential component that contributes to the growth and success of students, our schools and the community. Therefore, as a volunteer performing an important and viable role with students and in our schools, you have a number of rights and are charged with a number of responsibilities.

You have a right to.....	You have the responsibility to.....
sufficient <b>knowledge, training orientation</b> and <b>information</b> regarding activities you are involved in	<b>ask</b> related <b>questions, seek</b> as required, help and clarification, and <b>respect</b> the defined boundaries of activities
<b>express</b> your individual <b>opinions and ideas</b> and have these considered by your supervisor	<b>maintain confidentiality of all information</b> acquired about students, family and staff, as this is strictly confidential.
<b>input</b> into which activities you choose to undertake	ensure that <b>you feel comfortable</b> with the type and amount of activities
<b>request</b> general and specific <b>information</b> from the principal, teacher, (or other person) who directly supervises you	<b>follow through</b> with directions <b>and discuss</b> with your supervisor any issues that may arise
<b>be treated with respect and dignity</b> (by staff, students and others) and in accordance with related Board policies and practices	<b>treat others</b> (students, staff, and others) <b>with respect and dignity</b> and in accordance with Board policies and practices
express your <b>creativity</b> and share your <b>personality</b> and <b>skills</b> as well as time	do so in a manner which <b>allows the same for students and others</b>
feel that <b>you belong</b> and that your contributions matter	perform your activities in a manner that is consistent with the <b>expectations and norms of the school</b>
be regularly <b>evaluated</b> by your supervisor	<b>participate</b> in the evaluation process and <b>follow-up</b> on specific comments and recommendations
<b>say no</b> to the student, teacher, principal or anyone who asks too much of you	<b>not offer or continue your services</b> if you do not believe in the value of what you are doing
<b>terminate</b> your volunteer activities at any time	provide <b>reasonable advance notice</b> when terminating your volunteer activities





## **SUGGESTIONS FOR SUCCESS**

1. Become familiar with health and safety procedures. The health and safety of the student(s) is a primary concern at all times.
2. Become familiar with school and classroom routines. Ensure that students follow routines that are normally expected by the teacher and principal. When in doubt, ask the student, "What would your teacher expect you to do?"
3. Consider your relationship with students and staff members as one which involves mutual respect and confidentiality.
4. Follow the teacher's instructions closely so that students are not confused.
5. Give short, simple directions. Ask if there are any questions before the tasks are begun.
6. Be a positive appropriate model and example for the students.
7. Treat student(s) with the same respect that would be given to an adult.
8. Encourage independent efforts and creativity. Be alert and open to new ideas.
9. Make a note of any problems or questions that you have and discuss them with the teacher in a timely manner.
10. Refer all discipline problems to the teacher immediately.
11. Be consistent with all students.
12. Be diligent in building and preserving positive self-concept in student(s).

## **FREQUENTLY ASKED QUESTIONS**

1. **CAN THE BOARD BE HELD LEGALLY RESPONSIBLE FOR THE WRONGFUL ACTS OF A VOLUNTEER TO A STUDENT?**

**Yes.** The Board has a duty to ensure that volunteers who interact with students have adequate knowledge or training. The volunteer, in turn, has a duty to provide a reasonable standard of service in performing volunteer activities. No task should be undertaken without the authorization of the volunteer's supervisor.



2. **ARE VOLUNTEERS BOUND BY LEGISLATION GOVERNING THE INSTITUTION?**

**Yes.** All those working within an institution, either for paid or on a voluntary basis, are governed to a varying degree by relevant legislation and regulations, as well as any policies and practices.

3. **ARE VOLUNTEERS PERMITTED TO SEE STUDENT ACADEMIC RECORDS?**

**No.** Volunteers may be provided information related to student records depending on the activities being performed; however, access to written student records would be a breach of confidentiality.

4. **SHOULD VOLUNTEERS REPORT INCIDENTS AND ACCIDENTS?**

**Yes.** The failure to report an incident or accident with injury to a person or damage to property (or the potential of same) could have legal implications for the Board.

5. **WILL VOLUNTEERS BE PROTECTED FROM UNFOUNDED OR MALICIOUS COMPLAINTS OR ACCUSATIONS?**

**Yes.** The Board will take all reasonable measures to investigate and resolve such issues. To do so is in everyone's best interests.

6. **ARE VOLUNTEERS PROTECTED AGAINST ACCIDENT AND INJURY?**

**Yes.** As required under the Education Act, volunteers are insured under the Board's Group Accident Insurance Policy, providing they are acting in good faith and in a reasonable manner.

7. **ARE VOLUNTEER DRIVERS PROTECTED AGAINST LIABILITY ISSUES?**

**Yes.** For volunteer drivers, the school board policy provides excess liability insurance over and above the owner's primary insurance.

*The above questions and answers should be considered seriously by all volunteers. Basically, you should be aware of the fact that **you are not to perform any duties unless you have received proper training and know the scope of your duty**, or unless in an unusual situation, you have been instructed by a staff person. **Never do anything of which you are not sure; always ask.***





## HEALTH AND SAFETY

Observing the safe work practices in our day-to-day activities is **the responsibility of all** who work for the Huron-Superior Catholic District School Board, both employees and volunteers. An effective safety program requires that everyone follows **safe work practices**, since the unsafe act of one individual may endanger others, as well as yourself. More detailed information about these safe work practices may be found in the Occupational Health and Safety Act (OHSA).

Safety rules will not solve all of our safety problems – you as an individual must assume **personal responsibility for your own safety as well as the safety of others**. The Board urges your cooperation and welcomes your suggestions to improve our safety program.

As a volunteer, you may be involved in a variety of activities. Normally, **using common sense, exercising good judgment, and asking questions when in doubt** may be sufficient. When your supervisor identifies specific training or information needs, these will be provided. If you feel a need for information or training, please contact your supervisor immediately.

### SMOKING

Smoking is not permitted anywhere on school property.

### ALCOHOL AND ILLEGAL DRUGS

These are strictly forbidden.

### ILLNESS AND HEALTH

Please bear in mind that your activities will regularly involve contact with others. If you are ill or not feeling well, it is probably best to stay home.

### GIVING MEDICATION TO STUDENTS

Giving students any kind of medication, including non-prescription drugs, is not permitted.

### EMERGENCIES AND EMERGENCY DRILLS

These are generally indicated by an alarm bell. Follow your supervisor's instructions calmly and quickly. Everyone must leave the building. Note that the students have usually rehearsed for these eventualities.



### **BODILY FLUIDS AND INFECTION CONTROL**

This risk of transmission of serious and even deadly disease requires that any bodily fluids (e.g., blood, vomit, urine) be cleaned up and handled in a prescribed manner. Each school has a clean-up kit and procedures for these emergencies.

### **USE OF CHEMICALS**

Hazardous chemicals carry descriptive information regarding their proper use and storage. You will normally not be using these products; however, your supervisor will be informing you in any circumstances where you are. Please read the labels, be informed, and use them accordingly.

### **INCIDENTS AND ACCIDENTS**

Please report any incident or accident to your supervisor, even if there seems to be no injury to yourself or others, or damage to equipment or property. Accidents must be investigated thoroughly, so that we can learn from them and prevent future incidents.

**Remember: It is in everyone's best interests to work safely in our schools.**

## **JUST GOOD SENSE**

1. Perform all your activities safely and follow up on any health and safety concerns with your supervisor.
2. Maintain good housekeeping in any activity.
3. Wear protective equipment as required for specific activities.
4. You have the right and responsibility to work safely.
5. When in doubt, contact your supervisor immediately.