

Adult Volunteers

Administrative Procedure 1.A.010

Board Governance Policy Cross Reference: 1, 2, 3, 16, 17

Legal Reference: Public Schools Act-Sections 91(2), Manitoba Regulation 23/00

Date Adopted: September, 1980

Date Amended: February, 1983; June, 1998; February, 2005; June, 2012; September, 2012, November, 2020; October, 2023

Date Reviewed: March, 2018

The School District of Mystery Lake Board recognizes that volunteers make valuable contributions to its schools. The Board endorses volunteerism in Division schools, subject to suitable regulations and safeguards.

There are specific steps to authorizing volunteers for placement in the School District of Mystery Lake. All results of Child Abuse Registry Checks and Criminal Record Checks will be kept confidential. These forms will be stored at the School Board Office and will be paid for by the school district.

1. **School Volunteers** (including coaches and overnight volunteers)

Parents of registered children in the School District of Mystery Lake and community members who wish to volunteer to work with children in schools or on school-sponsored activities will be required to complete a Child Abuse Registry Check form. This form will be submitted to the Provincial Child Abuse Registry and returned to the School District of Mystery Lake.

Volunteers who coach a school team, organize an after-school club, or accompany a group on an overnight trip as a chaperone will be required to:

- a) complete a Child Abuse Registry Check form; and
- b) submit a Criminal Record Check/Vulnerable Sector Check form (Consent for Disclosure of Criminal Record Information) along with Form 1 (Consent for a Criminal Record Check for sexual offence for which a Pardon has been granted or issued); and
- c) complete [Respect in Schools](#) and/or [Respect in Sport](#) certification.

These forms will be submitted to the Provincial Child Abuse Registry and the RCMP respectively. The completed responses will be kept in the district office.

Note: All coaches must become familiar with the school's expectations for coaching duties.

Child Abuse Registry Check

Note: Presence on the Child Abuse Registry will exclude an applicant from placement as a volunteer.

Criminal Record/ Vulnerable Sector Check Form 1

Note: The disclosure of a criminal record may not necessarily preclude an applicant from consideration for placement as a volunteer. A disclosure of a sexual offense will exclude an applicant from placement as a volunteer.

Note: All volunteers are required to contact the principal regarding any changes in their status which would affect their eligibility to volunteer in the School District of Mystery Lake. Volunteer forms will be reviewed at the beginning of each school year by the Principal and volunteer.

2. Wherever possible and feasible, it is desirable to have extracurricular activities supervised by a certified teacher. In exceptional circumstances, adult volunteers may be authorized to accompany and supervise students in extracurricular activities without a teacher being present. This exception is subject to the following conditions:
 - a) a teacher is not available;
 - b) Child Abuse and Criminal Record Checks are complete;
 - c) an orientation has been conducted for the volunteer at which time the expectations, guidelines, pertinent policy(ies) of the Division/District vis à vis extracurricular activities, student safety, student conduct, person in charge conduct, procedures to be followed in an emergency, confidentiality, etc. are discussed and the volunteer has agreed to abide by all policies and procedures by completing the Volunteer Confirmation form;
 - d) a formal reporting mechanism with both regular contact and "as needed" contact between the volunteer and teacher supervisor and/or Principal has been established;

- e) a staff supervisor (or designated back up) is available by telephone or other means to provide consultation/advice during the time(s) when the volunteer has care and charge of students;
 - f) where rules of the Manitoba High School Athletic Association do not require the presence of a teacher at sporting events;
 - g) the activity does not involve an overnight stay;
 - h) the activity takes place inside of the sports team MHSAA zone in which the School District of Mystery Lake participates;
 - i) the principal has granted approval and recommended the volunteer to the Superintendent for final approval by submitting a Volunteer Confirmation Form (see Appendix 1),
 - j) background/reference checks on volunteers are conducted as a part of the approval process.
3. All schools will develop a Volunteer Handbook, which will include the following:

Volunteer Handbook

Part A – District Procedure and Guidelines (to be placed in all School Volunteer Handbooks)

1. Confidentiality

Confidentiality is of the utmost importance. Please do not discuss student performance, teachers, school policies, or your own reactions to the school situations with anyone other than staff with whom you are working.

If parents, family or friends ask you about your work, tell them you enjoy your work and share information about the activities you perform rather than specific information about students, the teachers, or the school.

Please do not discuss the progress of the children, with whom you are working, with their parents. All reporting to parents is the responsibility of the teachers and must not be undertaken by volunteers. As a student's tutor, you should not become involved with his/her parents. It is the responsibility of the school to tell parents when a student is receiving tutorial aid. If a parent does contact you, simply refer the parents to the child's teachers.

If at anytime while you are volunteering in the school, you should hear offensive comments or observe inappropriate behavior, you are required by District policy to intervene. Intervention may include speaking to the individual(s) or discussing the incident with the classroom teacher or administrator of the school.

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

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. The steps to follow are:

- a) Reassure the child (i.e. tell the child you will have to tell someone (principal) about this.)
- b) Inform the principal about the disclosure and he/she will assist you in handling the situation.
- c) It should be emphasized that the legal responsibility to report lies with the person who suspects a child is in need of protection and this responsibility cannot be transferred.

3. Discipline

Make certain that you are as familiar as possible with our facilities and programs and that you observe the rules and routines of the school. As well, become familiar with the school discipline policy.

Volunteers always work under the supervision of teachers.

Disciplining students is not the role of the volunteer. If a student's behavior is inappropriate and a request to change does not bring about the desired result, please seek the assistance of a teacher. Volunteers must not touch or intervene in any physical manner to stop inappropriate behavior. Physical intervention would be permitted to prevent an assault or to separate the participants in an altercation.

4. Emergency Preparedness Procedures

Volunteers should become familiar with the following Emergency Procedures (School/Student Handbook should be provided.):

- a) Fire Drill
- b) Medical
- c) Lockdown Procedures
- d) Bomb Threat

e) Hygienic Procedures

Hygienic procedures for handling blood and other body fluids of all persons affected. The following procedures are to be used when caring for all individuals, whether they may or may not be infected with a communicable disease, i.e. HIV infection (virus which causes AIDS) or Hepatitis B virus. The intent is to protect the health and safety of all persons involved.

There is little risk to the person assisting with the removal of blood and other body fluids when appropriate precautions are used:

Step 1: Wear gloves, which you will have in a designated area of the school

Step 2: Send someone for the principal and/or teacher

Step 3: Attend to injury or spill.

Step 4: Wash hands before removing gloves, wash again after removing gloves.

Part B – Other Topics to be Considered in the Development of a School Volunteer Handbook

1. Orientation Procedures - including the meeting/signing of forms.
2. Volunteer Registration Form
3. Sign In/Out
4. Student expectations
5. Emergency Procedures
6. Other

Volunteer Confirmation Forms

Volunteer Confirmation Forms are to be reviewed every year. They are to be initialed and dated by the principal and volunteer. The Volunteer Confirmation Forms are the responsibility of the principal.

Appendix 1

Volunteer Confirmation Form

I, _____ confirm that I have completed a Child Abuse and Criminal Records Check, have received Respect in Schools and/or Respect in Sports certification, have received an orientation on volunteering in the School District of Mystery Lake, and that I understand the expectations of a volunteer supervising student extracurricular activities.

I agree to abide by these expectations and to report any concerns to my staff supervisor. (Classroom teacher, principal.)

Volunteer Signature

Date

Date Reviewed

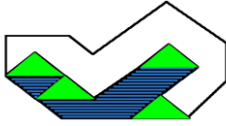
Initials

Principal Signature

Date

Date Reviewed

Initials



School District of Mystery Lake
PHIA PLEDGE OF CONFIDENTIALITY

As an employee of the School District of Mystery Lake, I acknowledge and understand that I may/will have access to personal health information (statutory definition attached) about others, including students, the confidentiality and protection of which is governed by The Personal Health Information Act (The Act).

I further acknowledge and understand that the School District has established written policies and procedures containing provisions for the security of personal health information in the District's possession during its collection, use, disclosure, storage and destruction; provisions for the recording of security breaches; and corrective procedures to address security breaches.

I further acknowledge that I have been provided orientation and that I have received or will receive ongoing training about these policies and procedures.

I acknowledge that I am bound by the policies and procedures established by the School District in accordance with the Act and I am aware that a consequence of breaching them is prosecution under the Act, and/or disciplinary action.

(Date Signed)

(Signature)

(Print name)

(Position – Teacher, E.A., , Etc.)

STATUTORY DEFINITION OF PERSONAL HEALTH INFORMATION

“personal health information” means recorded information about an identifiable individual that relates to:

- ◆ The individual’s health, or health care history, including genetic information about the individual.
- ◆ The provision of health care to the individual, or
- ◆ Payment for health care provided to the individual,

And includes

- ◆ The PHIN and any other identifying number, symbol or particular assigned to an individual, and
- ◆ Any identifying information about the individual that is collected in the course of, and is incidental to, the provision of health care or payment for health care.

“health care” means any care, service or procedure

- ◆ Provided to diagnose, treat or maintain an individual’s physical or mental condition,
- ◆ Provided to prevent disease or injury or promote health, or
- ◆ That affects the structure or a function of the body,

And includes the sale or dispensing of a drug, device, equipment or other item pursuant to a prescription.

“PHIN” means the personal health identification number assigned to an individual by the minister to uniquely identify the individual for health care purposes.

(Attachment To Pledge)