

## **VOLUNTEER PROGRAM**

St Anne Catholic School has established a strong volunteer program which allows the school to be a proactive member of the community.

The key community resource the school uses is the time which adult members of our community are prepared to spend in our school as volunteers.

If you feel you could budget some time to spend in our school, enriching and enhancing our educational program, we would greatly appreciate your assistance.

There are many different areas in which a volunteer can contribute and all skills and life experience can be applied to enhance the students overall school experience. This brochure attempts to answer some of the questions you may have in regard to the volunteer program and serve as an orientation to the school and its expectations for volunteers.

### **WHY VOLUNTEER?**

Volunteering in the school is a great way of getting to know and be a part of the school environment that your child attends. Your help and presence will allow teachers to provide students with more one-to-one time to foster their learning.

### **WHO CAN BE A VOLUNTEER?**

Any adult in our parent community, college or university students, and fellow parishioners can participate in the volunteer program. In compliance with the Ministry of Education's Safe School Policy, regular volunteers are required to have a criminal record check completed before volunteering in the school. The form may be obtained from the school office. There is **no charge** for having the check completed.

There are roles for all volunteers regardless of reading and writing proficiency in any language. If reading and writing is not your preferred interest, please see below for an extensive list of possible volunteer activities.

### **WHAT DO VOLUNTEERS DO?**

- Be a member of Catholic School Council or assist with some of their initiatives which are:
  - Lunch days (pizza, etc)

- Fundraising
- Organizing Communion & Graduation Luncheons
- Supporting the teaching staff
- Photocopy teaching materials
- Liaise between the community & school

- A volunteer might assist a teacher in the classroom and help students with assignments.
- A volunteer might provide reading support to students in the primary grades.
- All volunteer assignments/duties are determined and monitored by school administration.

### **HOW MUCH TIME DO I HAVE TO COMMIT TO?**

Whatever amount of time you can budget for volunteering will be put to good use and greatly appreciated. The only request would be that if you are not available on the specified day and time, we would appreciate a telephone call to assist in rescheduling.

Classes start at 9:00 a.m. Morning recess is from 11:00-11:15 a.m.  
Lunch is from 12:00 to 12:20 pm Afternoon classes begin at 1:00 p.m.  
Afternoon recess is from 2:23-2:38 p.m. Dismissal is at 3:30 p.m.

Parent Council meets once a month 7 pm – 8:30 pm

### **WHAT KIND OF EXPERIENCE DO I NEED TO VOLUNTEER?**

No experience is necessary, although if you have special skills or training, we will try and match those with our opportunities. We provide any training that would be necessary for specific assignments.

### **HOW TO BECOME A VOLUNTEER**

- Attend a council meeting (dates and times announced in each newsletter)
- Contact the school office
- Contact their child's teacher

## VOLUNTEER LIABILITY

The school needs to screen, train and supervise volunteers. Effective supervision can only be provided, if volunteers understand the rules, the school's code of discipline, and what to do in an emergency. Volunteers are not covered by Workplace Safety Insurance and for their own protection should not be exposed to dangerous situations. Volunteers who are working within the scope of duties for the Board are protected by the Board's liability insurance.

## WHAT IS IMPORTANT FOR ME TO KNOW?

### Confidentiality

**The Freedom of Information Act** assures the right to privacy of all individuals. Attention to this act is very important in your role as a volunteer. **Confidentiality** is an expectation of anyone working in the school. Confidentiality extends to information regarding individual students, student abilities, assignments, classroom information, and parental rights. When you are in the school in the capacity of a parent or volunteer, it is expected that the right to individual privacy is to be respected. If you have a genuine concern, please notify the administration. The ramification of breaking confidentiality is a **legal issue**, as outlined in the Freedom of Information Act. Copies of this Act are available in the school library.

### Visitor/Volunteer Badge

For the safety of all, volunteers are required to sign in at the office and pick up a sticker to wear each time you volunteer.

### Washrooms

Washrooms for adults are located outside the office.

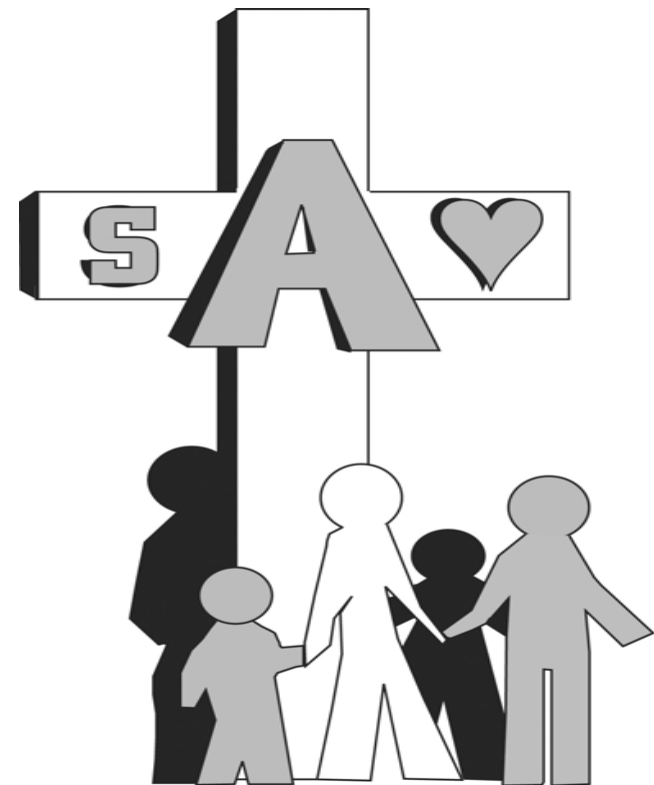
### Recess Break

During recess breaks, we ask that volunteers report back to the classroom or area that they are working from.

*Dufferin Peel Catholic District School Board  
St Anne School  
124 Vodden Street East  
Brampton, Ontario L6Y 1Z4  
905 459- 7621*

English

# St Anne Catholic School Volunteer Handbook



*"Modeling God's Forgiveness and Love:  
Our Community Rooted in Faith, Responsibility and Learning"*