

VOLUNTEER EXPECTATIONS

As per Board Procedure #280, Expectations for Volunteers are, that they shall:

- understand that volunteers are assigned appropriately in order to support staff in their provision and supervision of school activities and programs;
- understand that while volunteer requests are certainly considered, placement decisions are made by the principal with the best interests of the students and programming in mind;
- understand that volunteers enhance and support student and school activities at the request and under the supervision of Board staff, and the principal in particular;
- understand volunteers must work with a designated staff member in certain types of activities which require particular training and education in order to protect students, volunteers and staff;
- report their presence in the school to the office, prior to beginning each volunteer activity;
- wear identification as outlined by the school to help identify volunteers to staff and students;
- be aware that confidentiality is essential since in their roles, they may come to know sensitive information, such as, but not limited to, a student's academic ability, relationship with others, behaviour;
- understand that confidential information must remain confidential and must not be shared with others;
- not assume responsibility for the diagnosis of learning strengths or difficulties, or the assessment, evaluation and communication of student learning and achievement;
- understand that disciplining students is not the responsibility of volunteers;
- if concerned about a student's behaviour, speak to the student's teacher or the principal if the teacher is not available;
- participate in any training or orientation sessions offered to volunteers in the school that would assist them in their role as volunteers;
- be aware of the school's expectations for appropriate demeanor when dealing with staff and students, and to uphold the Board's Respectful Workplace and Learning Environment policy;
- avoid potentially compromising situations with students, such as, but not limited to, one-on-one situations or working with students in isolated areas;
- let the school know when they are going to be absent from or late for a commitment to volunteer at a particular time;
- if experiencing difficulty in carrying out assigned duties, bring the concern to the teacher supervisor and/or to the principal, as appropriate; and
- comply with all Board requirements regarding vulnerable sector screening and confidentiality.

Thank you for giving so generously of your time.