



BERTHA KENNEDY CATHOLIC COMMUNITY SCHOOL
175 LAROSE DRIVE
ST. ALBERT, AB T8N 3R5
Telephone: (780) 458-6101, Fax: (780) 458-8360

Bertha Kennedy Catholic Community School appreciates the services of all of its volunteers. In order to assist with providing a safe environment for students, all volunteers in our schools need to be registered and provide Criminal and Child Welfare Checks. A classroom volunteer is someone who assists school and/or students either in curricular or extracurricular activities. We hope that you will complete this form to enable our school to keep track of who is involved with the children. The information collected on this form will be held in strict confidence. If you are under 18 years of age your parent or guardian must sign this form.

Do you have children or grandchildren registered in this school? Yes _____ No _____

If yes, please list by name and grade:

If not, would you please list at least two references (names and telephone numbers) with whom the school may check:

As a volunteer, we would like to advise you of the following conditions:

1. That confidentiality is of the utmost importance in the school setting in order to ensure that the dignity and worth of students, parents, volunteers and school staff is honored.
2. That any information collected, used, generated, and stored by the Greater St. Albert School division including student, instructional, financial, or administrative information is strictly confidential and is to be used only in the performance of volunteer duties.
3. That you may not disclose, communicate, publish, take, alter, copy, interfere with, or destroy any information unless you are specifically authorized to do so by the teacher or principal.
4. That the teaching and administration staff are responsible for student learning and discipline. School administration, teaching, and support staff have specific roles to play and it is important that these roles be respected.
7. That you, as a volunteer, can assist greatly in enhancing student learning by working positively and cooperatively with the school team.
8. That any failure to comply with these conditions may result in termination of your position as a volunteer.

By signing this volunteer registration form, I am agreeing to the conditions outlined.

Name: _____ **Signature:** _____ **Date:** _____

Parent/Guardian signature [if volunteer is under 18 years of age]:

Name: _____ **Signature:** _____ **Date:** _____

The information on this form is collected under Alberta's Freedom of Information and Protection of Privacy Act to carry out our responsibilities under the School Act. If you have any questions about this form, please contact the school principal.

CLASSROOM VOLUNTEER REGISTRATION FORM

Please complete this page and return to the front office, along with your completed criminal, and Child Welfare check.

The handbook is yours for future reference.



GREATER ST. ALBERT CATHOLIC SCHOOLS

School Volunteer

CRIMINAL RECORD CHECK FOR SCHOOL VOLUNTEERS

Greater St. Albert Catholic Schools requires a "Criminal Record Check" report as a pre-condition for volunteering in division schools.

Procedure for individuals obtaining this report:

- Present the school letter requesting a criminal record check to the R.C.M.P. detachment in St. Albert or Morinville.
- Fill out a Security Clearance Form for volunteering either at the R.C.M.P. Detachment Office.
- The Criminal Record Check can be picked up several days later, or sometimes it can be printed immediately.
- **The original form must be sent or brought to the school principal. (The principal may make a copy to keep on file.)**

CHILD WELFARE RECORD CHECK FOR SCHOOL VOLUNTEERS

POLICY:

Greater St. Albert Catholic Schools requires a "Child Welfare Record Check" report as a pre-condition for volunteering in division schools.

Procedures for individuals obtaining this report:

APPLICATION:

- Person requiring information completes a Child Welfare Record Check Form SSA 2687.
- Two pieces of identification including picture identification is needed to complete the form. The form can be obtained at the following locations:

**Child and Family Services
#30 Sir Winston Churchill Avenue
St. Albert, AB T8N 3A3
Phone: (780) 460-4970**

**Child and Family Services
Service and Placement Co-ordination Unit
Oxbridge Place
6th Floor, 9820 – 106 Street
Edmonton, AB T5K 2J6
Phone: (780) 427-2250**

Morinville/Legal – (780) 939-1257

RESPONSES:

- THE ASSIGNED PERSONNEL will determine whether the person is recorded on the Child Welfare Information System as someone who has caused a child to need protection.
- The result of the check is recorded on the Form SSA 2687.
- The form is mailed back to the individual within two to three weeks.
- **The individual is asked to provide the school principal with the original results of the check. (The principal may make a copy to keep on file.)**

REQUIRING DETAILED INFORMATION:

- Should the results of the check show the individual may have caused a child to need protection, and the individual wants more information that is written on the form, they have the right to make a formal request for the Child Welfare Records from the Information and Privacy Branch.
- The individual can also request a correction of the record with a proof of an error by writing either to Child Welfare Support Services Office or to the Freedom of Information and Protection of Privacy Branch.

BERTHA KENNEDY CATHOLIC COMMUNITY SCHOOL VOLUNTEER HANDBOOK

"We Are All God's Hands"

GOALS OF VOLUNTEER PROGRAM

The goal of all schools is to provide the best education possible for the children of the community.

Through our volunteer program we aim to:

1. Provide volunteer help to the classroom teacher and the school, to better meet the needs of the individual students and the school population in general.
2. Enlist and strengthen the cooperation of parents in the education of their children. Help parents and volunteers become more familiar with the operation of schools and classrooms.
3. Foster strong, positive relationships between home and school.

Rights of the Volunteer

1. To work in a school climate that is open, helpful and friendly.
2. To receive frequent, clear direction as to work that has been assigned.
3. To seek and accept feedback.
4. To be recognized and appreciated for one's gift of service.

Responsibilities of the Volunteer

1. To work under the direction of administration and staff.
2. To respect individuality of children and confidentiality.
3. To take commitment seriously, as individual circumstances permit.
4. To share ideas - get different perspectives.
5. To understand the requirements of time and duty.
6. To serve as goodwill ambassadors for our school.



TIPS FOR VOLUNTEERS WORKING WITH STUDENTS

- Follow the Direction given by school staff
- Encourage the children to do their best.
- Establish a high quality rapport with the children.
- Accept the children as they are.
- Give each child genuine deserved praise.
- Be fair and forgiving.
- Never make a promise to a child that you cannot fulfill.
- Assume the role that the teacher has determined for you.
- Share observed progress of each child with the teacher only.
- Refer disciplinary problems to the teacher.
- Use the child's name in conversation.
- Be consistent.
- Keep the confidence of the children.
- Be a good listener.
- Be comfortable with silence.



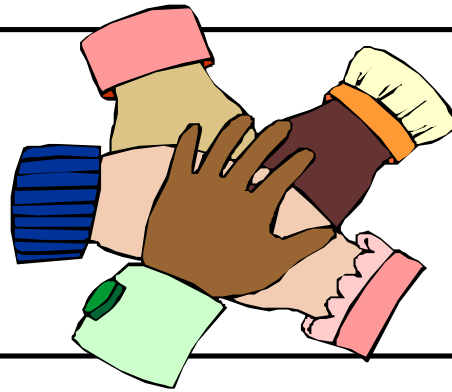
Who can become a volunteer?

- parents
- senior citizens
- college, university, junior and senior high school students
- professionals
- neighborhood residents
- business people

As part of Bertha Kennedy Catholic Community School volunteer program you will:

- be making a valuable contribution to the school
- help provide materials that are specifically designed for our students and their programs
- provide needed support and services to staff and students
- provide students with the additional adult contact that is so important to them
- help children feel good about themselves

So, welcome to our volunteer program. We will do our best to provide you with a satisfying and enriching experience.



A Volunteer's Code of Ethics

All volunteers are provided with a code of ethics which they are asked to follow, as these are elements critical to the operation of the school.

1. Respect the confidentiality of the teacher and the children, and refrain from discussing them outside the school situation. If you have any questions or concerns, share them with the teacher or administrator.
2. Acceptance and understanding are required towards the children with whom you come into contact. Strive for acceptance of all the children. Some of our children have special needs which are not evident to others. In the interests of privacy, volunteers may not be aware of these needs. If you are unsure of how to respond to particular students, please check with the teacher. Some of these special needs mean that a child may exhibit differences in their level of attention, self-control and social skills. Respect others and honour the diversity of people and their perspectives.
3. Take note of and become familiar with general school rules and procedures so that you may provide a positive role model to the students. This will also assist you to more comfortably deal with the children. As you work under the direction of the school staff and administration, please be aware that instructing and disciplining students are responsibilities of our school staff.

General Information

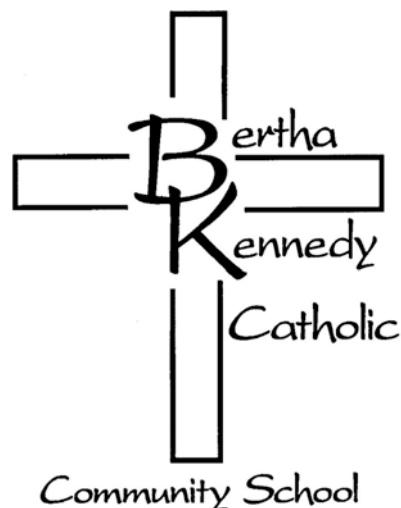
When volunteering at Bertha Kennedy Catholic Community School you must:

- 1) wear a volunteer name tag (on a counter in the office).
- 2) sign the Volunteer Log clipboard (located in the office).

This helps to identify you as a volunteer for our students and staff. That way we can welcome you with a smile!

If you are in the school when a fire alarm occurs, you should exit the building using the nearest doors. If you are working with a student or a group of students, you should assist them in evacuating the building. Once outside, all classes meet behind the school. Please assist the student(s) in locating their homeroom teacher. Everyone is asked to remain outside until an “all clear” signal sounds.

If you are in the school when a lock down occurs, please comply immediately with instructions of staff members. If a staff member is not in your immediate location, please take any students in your care to a secure location and remain quiet until further instructions are given.



R.C.M.P.
St. Albert detachment

Dear Sir or Madam:

Re: Criminal Record Check

This letter is to inform you that _____ is registered as a volunteer at our school and requires a criminal record check in accordance with our school division volunteer policies.

Please do not hesitate to contact our school if you have any questions or concerns.

Yours truly,

Scott Johnston
Principal

Sherry Foote
Vice Principal