



**CALGARY CATHOLIC
SCHOOL DISTRICT**

VOLUNTEER GUIDELINES AND EXPECTATIONS

School Resource Guide

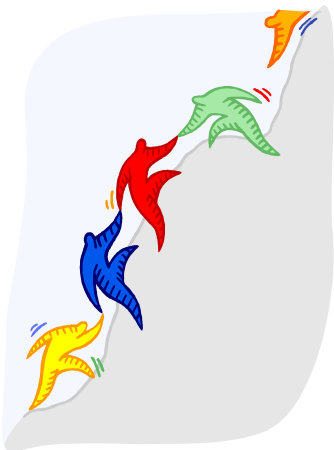
August 2020

VOLUNTEER RESOURCE GUIDE

This Volunteer Guidelines and Expectations is intended as a resource that schools may consult as they work with volunteers. The handbook, as a whole, reflects common beliefs, strategies and procedures that apply to the general topic of school volunteerism. It reflects the unique aspect of Catholicity relevant to volunteers in Calgary Catholic schools.

The staff and students, teachers, administrators and parents of the district, including volunteers, are expected to support the moral teachings of the Catholic Church in respect to the value of every human person and the enhancement of healthy lifestyle choices.

Background to Volunteering in our Catholic Schools



The concept of service is central to the beliefs it holds as a Catholic school district. There is a long tradition of volunteerism within Catholic institutions and organizations. Volunteer work has ties with Catholic institutions and organizations that run deep. In the document “To Teach as Jesus Did”, the Canadian Catholic bishops emphasized that one of the interlocking dimensions of the ministry of the Church has been and continues to be service to the Christian community and the entire human community. Historically, the Catholic Church depended upon the generosity and good will of others in volunteering their time and talents to the achievement of its mission.

Jesus often invited his disciples to love one another. He urged them to show their love through what they did as well as by what they said. Gifts and talents not only help individual growth but they support and enrich the whole community.

In offering to volunteer in our schools, parents and community members truly provide the students with real life models of service. Volunteers have played a major role in Catholic education since the time when parishioners joined their efforts to establish the first Catholic school. The tradition of volunteerism has been strong in our schools and each year grows stronger as more people and parents, as well as community members, become involved.

An important aspect of the culture in each district school is the creation and maintenance of a dynamic faith community. It is this aspect that the Calgary Catholic School District strives to ensure permeates the learning environment.

The opportunity to volunteer in district schools is seen as a mutually beneficial relationship where the volunteer's response to others in need is hopefully returned in the form of opportunities to learn, to contribute and to be an integral part of a vibrant, exciting learning community. The Calgary Catholic School District is proud to support the theme of service, which is a prominent one in the Christian tradition. Becoming a volunteer within the Calgary Catholic School District involves reaching out and ministering to others. In fact, the word **ministry** means **service**.

At the same time, it is important that district volunteers understand some basic background related to the aspect of Catholicity in the schools. This way, expectations are clear and misunderstandings are avoided. It is essential that everyone working within the Calgary Catholic school community understands that the district is guided by the values of Catholic tradition and Gospel values when working with students.

It is possible that sensitive issues and questions, not always directly related to the assigned task, may arise as volunteers work with and get to know our teachers and students. In these cases, volunteers are asked to redirect the discussion to the classroom teacher or school administration. It is critical that sensitive issues be addressed in the context of our Catholic philosophy. The classroom teacher is in the best position to respond should this situation arise.

Who is considered a volunteer?

A volunteer is any individual who, without compensation, assists in the school or helps students during a school-related activity, including a field trip, either in groups or on a one-on-one basis; a volunteer driver who, at the request of the school, transports students; and volunteer coaches.

Who is not considered a volunteer?

For the purpose of the requirement for all volunteers to submit a Volunteer Registration, the following are **not** considered volunteers and are, therefore, **not required to submit a Volunteer Registration form**:

- Guest speakers
- Guest presenters
- Visitors to the school
- Parents assisting only their own children
- School council members acting solely as school council members
- District students

Guidelines and Expectations

In making the decision to volunteer in Calgary Catholic School District schools, it is critical for volunteers to understand the following guidelines:

1. The principal of the school has the responsibility, in consultation with staff, parents and the community, to determine who will volunteer in the school and what form each school's volunteer program will take. The principal is guided in all decisions, including those related to volunteers, by the Alberta *Education Act* well as district policies, regulations and practices. **It is expected that all schools will have a volunteer handbook and will ensure all volunteers attend an annual orientation prior to service.** In developing their school-specific volunteer handbook, principals will use this guideline and attached documents.
2. Volunteers must clearly understand that all work in the school must be within the context of the beliefs of the Catholic faith. This means that volunteers working with district students are asked to:
 - Respect the Catholicity embedded in the school environment;
 - Refrain from taking advantage of their access to students to discuss religious questions since this is the responsibility of the school staff. The expectation here is that directions and/or activities related to religious themes occur at the direction of the classroom teacher or school administration.
3. Maintain the strictest confidentiality about students, staff, parents and the school. This reflects not only the need for volunteers to follow ethical practice but privacy provisions under Alberta *Freedom of Information and Protection of Privacy Act* (FOIP). In particular, this responsibility is captured in the section of the act quoted below:

1(1)(e) "employee", in relation to a public body, includes a person who performs a service for the public body as an appointee, volunteer, or student or under a contract or agency relationship with the public body...

In accordance with this section, volunteers have the same duties and responsibilities as regular employees in relation to privacy issues. This means that the district has a responsibility to better inform volunteers about our expectations relating to the protection of personal information and privacy.

Volunteers have the same duties and responsibilities as regular employees with regard to sexual, physical and psychological harassment or abuse.

In addition to the legal mandate above, it is important that volunteers and school staff realize their general responsibilities in the area of ethics and confidentiality. Volunteers receive the trust of the students, parents, teachers and administrators of the schools in which they work. An important part of that trust is related to ethics and confidentiality.

Orientation

A volunteer orientation will take place annually for **all** Volunteers (new and experienced). Volunteers must be made aware of the guidelines, expectations and limitations listed in this booklet. In orientation sessions, principals must reinforce these expectations:

1. A volunteer must not share information about students, staff or other volunteers with other people. If a volunteer has a concern, he/she should bring the matter forward to the appropriate school staff or school administration.
2. If a volunteer has a problem with a student, he/she should redirect the matter to the student's teacher and speak with school administration.
3. If a volunteer has a problem with a teacher, he/she should first discuss the matter with that teacher and, if necessary, speak with school administration.
4. A volunteer cannot use his/her presence in the school as an opportunity to dialogue with teachers concerning his/her own child(ren)'s situation. Volunteers who wish to speak to a teacher about his/her own child(ren) should make an appointment for another time.
5. All volunteer work is done under the direction and immediate supervision of a teacher and may need to follow an appropriate work style to meet the expectations of each individual teacher.
6. Within the Calgary Catholic School District, the role of volunteers is viewed as a supportive one. Volunteers are not there to replace paid staff but to support and supplement work that is already being done within the district schools.
7. Individual teachers shall decide whether they wish to utilize the services of volunteers. Every teacher has the option of deciding not to have volunteers in his or her classroom.
8. School administration must take responsibility to explain to volunteers all school and district rules regarding entrances, exits, emergency procedures, general COVID-19 health screening processes, hygiene expectations, parking, access to staff areas, etc. All volunteers are expected to abide by the rules of the school and district regulations.
9. It is the school personnel's responsibility to ensure that volunteers are properly informed about their tasks and welcomed in the school.
10. It is the responsibility of the volunteer to do his/her assigned tasks to the best of their ability. A volunteer is expected to work co-operatively with all staff members and seek clarification whenever necessary.
11. A volunteer has the right to refuse a task if he/she feels that they are not properly prepared to do what is required. It is the responsibility of school personnel to give volunteers adequate on-the-job training.

12. After an initial orientation, a volunteer should direct her/his questions or concerns to the staff member he/she works with. If more information is required, the volunteer should consult with the school administration.
13. The achievements of students are to valued and their rights preserved. In the course of his/her service in schools, a volunteer may learn personal information about students and their families. A volunteer must keep all personal information he/she may come across in his/her role as volunteer confidential and must not discuss it with anyone, either inside or outside of the school, other than the school administration (see Appendix 1). A volunteer is bound by the Volunteer Confidentiality Agreement that he/she signs.
14. Principals are to ensure that all volunteers sign the Volunteer Acceptable Policy for Internet Use form.
15. A volunteer is not, under any circumstances, to be placed in a situation where he/she is responsible for the direct supervision of students (one on one). District volunteers will always be supervised by a teacher or school staff member when carrying out his/her duties.
16. The aim of the school staff is to build a caring Catholic community in which students and teachers can work to ensure that each student feels that he/she is an important and unique human being. With this as our underlying philosophy, volunteers are expected to try their best to build a school climate that will reflect the Catholic commitment of the school.
17. **A Volunteer Police Security Clearance is required for all volunteer coaches and those volunteers who accompany students on overnight field trips.**

It is important to remember that clear communication is very helpful in building a sense of comfort for volunteers and members of the school community, based on the knowledge that shared understandings and expectations are in place.

Volunteers need to be appreciated. It is the responsibility of the school to recognize and celebrate the efforts of the volunteers.

Appendices

Appendix 1: Forms

- Volunteer Application
- Volunteer Confidentiality Agreement
- Police Information Check: Consent to Search and Disclosure of Personal Information
- Volunteer Health and Safety Information Sheet
- Volunteer Acknowledgement Sheet
- Volunteer Driver Authorization form
- Volunteer Acceptable Use Policy for Internet Use form
- [Alberta Health Checklist](#)



VOLUNTEER APPLICATION FORM

The Calgary Catholic School District (CCSD) appreciates the services of all of its volunteers. In order to ensure the safety of students, all volunteers in our schools need to apply and be accepted by the principal of that school. A volunteer is someone who assists school and/or students either in curricular or extra-curricular activities. This includes volunteer drivers but does not include guest speakers, presenters, visitors to the school or school council members in their position as school council members. We expect that you will complete this form to enable the school in which you volunteer to exercise control over who should be 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.

Name of school or department: _____

Name: Mr. Mrs. Ms. _____
Surname Given Names

Mailing Address: _____
Postal Code

E-mail Address: _____

Telephone No.: _____
Daytime Evening

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

If yes, please list by name and grade:

Name	Grade
_____	_____
_____	_____
_____	_____
_____	_____

If not, would you please list at least two references:

Name	Telephone No.
_____	_____
_____	_____

Do you have a criminal record for which you have not received an official pardon?

Yes _____ No _____

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

1. That school volunteer service is permitted at the discretion of the principal.
2. 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 honoured.
3. That any information collected, used, generated and stored by the Calgary Catholic School District including student, instructional, financial or administrative information is strictly confidential and is to be used only in the performance of volunteer duties.
4. 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.
5. That the teaching and administration staff are responsible for student learning and discipline.
6. That school administration, teaching and support staff have specific roles to play and it is important that the staff of a school operate as a team.
7. That you as a volunteer can assist greatly in enhancing student learning by working positively and cooperatively with the school team.
8. That all volunteers are required to participate in the annual School Volunteer Orientation.
9. That all volunteers are aware of and acknowledge the expectation to complete the [Alberta Health Checklist](#) prior to each visit, to document during their sign-in which cohort/school personnel they will interact with, and that all volunteers wear a mask upon entry into the building, no exceptions.
10. That any failure to comply with these conditions or Calgary Catholic School District policies may result in termination of your position as a volunteer.

By signing this volunteer application form, if accepted by the principal, I agree to the conditions outlined.

Signature: _____ Date: _____

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

Signature: _____ Date: _____

The information we collect on this form is personal information. We collect it under section 33(c) of the *Alberta Freedom of Information and Protection of Privacy Act* because it relates directly to and is necessary for our operating programs and activities under the *Alberta Education Act*. If you have questions about this form or our collection, use, or disclosure of personal information, then please visit www.cssd.ab.ca/Parents/FOIP or contact the Calgary Catholic School District FOIP Coordinator at 1000 - 5 Avenue SW, Calgary, Alberta, T2P 4T9, or 403-500-2000, or FOIP@cssd.ab.ca.

VOLUNTEER CONFIDENTIALITY AGREEMENT

TO: THE CALGARY ROMAN CATHOLIC
SEPARATE SCHOOL DISTRICT NO. 1
(The district)

I, _____ agree that I will act at all times to
(Name of the Volunteer)

preserve the confidentiality of all personal information of which I become aware during
the course of fulfilling my duties as a volunteer at _____ School.
(Name of School)

I further agree that in particular I will preserve the confidentiality of any personal
information which I receive with respect to students, parents, staff and administration.

I will hold all such information in the strictest of confidence and I shall not use, copy or
disclose such information to any other individual within or outside of the district, in
whole or in part, in any manner or form, unless I have obtained the permission of the
Principal.

Executed and witnessed this _____ day of _____ 20 _____

(Print Name of Volunteer)

(Signature of Volunteer)

(Signature of Principal)

The information we collect on this form is personal information. We collect it under section 33(c) of the Alberta *Freedom of Information and Protection of Privacy Act* because it relates directly to and is necessary for our operating programs and activities under the Alberta *Education Act*. If you have questions about this form or our collection, use, or disclosure of personal information, then please visit www.cssd.ab.ca/Parents/FOIP or contact the Calgary Catholic School District FOIP Coordinator at 1000 - 5 Avenue SW, Calgary, Alberta, T2P 4T9, or 403-500-2000, or FOIP@cssd.ab.ca.

Police Information Check: Consent to Search and Disclosure of Personal Information**For schools within the city limits of Calgary**

1. All volunteers will present themselves to the school principal. At the principal's discretion, the volunteer will be asked to submit a **Police Information Check** (see attached) and the **Calgary Catholic School District Volunteer Registration** form (see attached).
2. If the potential volunteer refuses to complete the forms **or** there appears to be discrepancies in the information **or** there is concern about the suitability of the applicant, the Principal will not allow the individual to volunteer in the school.
3. **A letter must be provided to the volunteer, by the principal, indicating:**
 - a. **The Volunteer Screening Program Number (VSPN)**
 - b. **Position title and position identifying # for the volunteer role [two choices only – Volunteer Supervisor (Field Trip #0002) or Volunteer Coach (#0006)]**
 - c. **Vulnerable Sector Check**
 - d. **Contact information for the school**
4. Complete the **Police Information Check** provided and present it, along with identification and the school volunteer letter, at one of the following locations:

District #	Location
1	Ramsay – 1010 26 Avenue SE
2	Rosscarrock – 4506 17 Avenue SW
3	North Haven – 4303 14 Street NW
4	Franklin – 3207 12 Avenue NE
6	Fairview – 8325 Bonaventure Drive SE
CPS	Traffic Section - 6528 11 Street NE
North District	Country Hills – 11955 Country Village Link NE
North District	Saddle Ridge – 800 Saddletowne Circle NE
North District	Victoria Park Station – 334 11 Avenue SE
8	Midnapore- 450 Midpark Way SE
CPS	Westwinds Campus – 5111 47 Street NE

5. The completed Police Information Check Certificate letter will be mailed directly to the applicant. The applicant must present the documentation upon receipt.
6. Only those individuals with a clear police check may volunteer. The principal will contact the superintendent of human resources regarding those Police Information Checks that are not cleared.
7. Persons with a criminal record will not volunteer for the Calgary Catholic School District unless authorized by the superintendent of human resources.
8. It must be emphasized to all persons requesting to volunteer at the school that permission is completely at the discretion of the principal.
9. Volunteers must have a new Police Information Check every three years.

Please note: Section B of the Police Information Check form refers to AGENCY—the school is the agency. The Police Information Check form must have original signatures (no FAX copies or photocopies).



Volunteer Health and Safety Information Sheet

Health and safety practices in our schools and worksites is of utmost importance. We consider Occupational Health & Safety legislation to be the minimum requirement.

Responsibilities

- The volunteer must complete the [Alberta Health Checklist](#) prior to entering the school to ensure personal wellness before proceeding beyond the office area to work with staff and students. If any COVID-19-like symptoms are reported, the volunteer must leave and plan to return once the symptoms are no longer present.
- The volunteer must sign in/out at the office and must include which cohort and school personnel they will be interacting with. This is necessary for contact tracing, if needed.
- The volunteer is expected to bring and wear a mask upon entry into the building and during their tasks, no exceptions. This is mandated by the City of Calgary's Temporary Face Coverings Bylaw and CCSD policy.
- The volunteer must model appropriate good hygiene by washing and sanitizing his/her own hands frequently throughout his/her time in the school, especially when entering and exiting the building and entering and exiting work locations.
- The volunteer must adhere to our [School Resumption Handbook](#), developed in consultation with Alberta Health Services and the Ministry of Education, regarding hygiene, cleaning and social distancing as outlined in the annual School Volunteer Orientation.
- The volunteer must ensure that they have received the appropriate training in health and safety to ensure that they are competent to perform all required work in a safe manner.
- The volunteer must immediately report ALL accidents, incidents and near misses to a district representative.

Rights

- Volunteers have the right to know about hazards/conditions which could cause immediate serious injury to any person.
- Volunteers have the right to refuse unsafe work if the worker believes that it will cause an imminent danger to the health or safety of themselves or another worker.

Emergency Response

- Each work site has its own emergency response plan. Be sure to go over this with a school district representative and become familiar with it prior to commencement of work.

Rules

- While on site, the following rules apply:
 - Sign in/out at main office, including documenting which cohort and school personnel the volunteer/visitor interacts with
 - Complete the [Alberta Health Checklist](#)
 - Wear a mask at all times, no exceptions
 - Wear a visible Visitor ID tag at all times
 - Walk, do not run
 - No smoking on school district property



VOLUNTEER ACKNOWLEDGMENT SHEET

I have read and received a copy of the Volunteer Health and Safety Information Sheet and agree to comply with the requirements of the document and all requirements of the Alberta *Occupational Health & Safety Act* and regulations for Calgary Catholic School District Volunteer Projects. I will also take all necessary precautions to ensure the health and safety of our employees, suppliers and sub-volunteers while on the project and ensure that they are provided with and are aware of the preceding requirements.

(Project/Site Name)

Volunteer Name (Please Print)

Volunteer (Signature)

Signed in the City of _____ on _____ 20 _____
(Date)

Witness Name (Please Print)

(Signature)

(Date)

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