



Volunteer Orientation

Our Lady of the Rosary School



Volunteering in Calgary Catholic School District

- The Calgary Catholic School District supports the role of parents as the primary educators of their children.
- Parents are encouraged to participate in their local school communities.
- Opportunities exist in schools for parents to volunteer in a number of capacities.



How Can I Contribute?

There are many ways to contribute to Our Lady of the Rosary. Some examples include...

- ▶ Field trips
- ▶ Special Event days
- ▶ Classroom Assistance (room representative, home reading activities etc.)
- ▶ Fundraising Activities
- ▶ Providing Occasional Help
- ▶ Providing Resource Roles and Enrichment
- ▶ Working in the Learning Commons Library
- ▶ School Council

Our Lady of the Rosary Volunteers are an important component in the success of our students!

Administration, Staff and students appreciate all the time donated by the volunteers to help make our school the best it can be!

A dark grey arrow points to the right from the left edge of the slide. Several thin, curved lines in shades of blue and grey originate from the left side and sweep across the slide towards the text.

Six Main Areas to Consider when Volunteering

- ▶ Confidentiality
- ▶ Communication with the classroom teacher
- ▶ Effective Communication with Students
- ▶ Student Discipline
- ▶ Emergency Procedure Protocol
- ▶ Volunteer Health and Safety Considerations



Confidentiality

- ▶ A volunteer operates in a position of trust.
- ▶ Maintaining confidentiality is critical for everyone working at Our Lady of the Rosary.
- ▶ During your time volunteering, it is likely that you will see students who face academic, behavioural or social problems. You may learn personal facts about students, their families, and hear conversation between parents, teachers and students of a personal nature. It is important to remember that any information received during your volunteering opportunity is not to be shared in the community.
- ▶ Legislation in the form of the FOIP Act (Freedom of Information and Protection of Privacy) is designed to ensure the protection of information related to individual students.
- ▶ Please ensure that the confidentiality of our students is maintained.
- ▶ If others ask, focus on the activities you did while volunteering and not the children.



Communication with the Classroom Teacher

- ▶ Always direct concerns to the classroom teacher. It is the school's responsibility to inform parents of student progress. If problems or concerns arise, first discuss them with the appropriate staff member, and if necessary, the Administrative Team.



Effective Ways to Work with Students

- ▶ Be warm and friendly
- ▶ Encourage the students to do the thinking
- ▶ Accept each child as they are
- ▶ If you see a child is upset, get down to their level and listen
- ▶ Be aware of the power of words. What you say and how you say it is critical to maintaining a supportive learning environment.
- ▶ Respect their privacy
- ▶ Smile and maintain a sense of humor
- ▶ Please be consistent with teacher's rules and expectations within the classroom. (e.g. cell phone usage, gum chewing etc.)



Discipline

As a volunteer you are not expected to be responsible for the actions of the children or for administering discipline to them. Your primary goal is to ensure the safety of the students.

If a child continues to be disruptive please seek assistance from the teacher or an administrator.

Emergency Procedures

(For additional information, see Emergency Response Plan envelope located in each room)

FIRE ALARM

- ▶ During a fire drill all volunteers must follow the same procedures as staff, including leaving the building.
- ▶ Familiarize yourself with the fire exit routes posted in each classroom.
- ▶ When alarm sounds, quickly and quietly, follow the children out of the room.
- ▶ Do not re-enter the school until given permission by the teacher or Administration.
- ▶ Please note our muster point is in the back field by the baseball diamond.

LOCKDOWN

When you hear the word LOCKDOWN 3 times over the intercom system you MUST:

- ▶ Immediately go into the closest classroom or office.
- ▶ If you are in a classroom, do not allow anyone to leave.
- ▶ Direct students in the hallways, close to your room to come in
- ▶ Ensure door is locked. Keep lights on.
- ▶ Every classroom has a poster on the wall that has a green circle with a lock on it. Sit on the floor quietly underneath that poster
- ▶ Turn off or hand in your cell phone.
- ▶ Keep silent.
- ▶ Do not answer door if someone knocks. Wait for door to be opened by an Administrator.
- ▶ If fire alarm sounds, do NOT evacuate unless instructed otherwise.
- ▶ Remain in secured room until further directions are received.

Health and Safety Procedures

- ▶ Before helping a student with an injury put on gloves
 - ▶ Gloves available in nurses room as well as first aid kits found in library, gyms, elementary art supply room, home economics room, shop room and caretakers office
- ▶ Alert an administrator about the incident
- ▶ Tend to the injury or spill
- ▶ Wash hands after removing gloves
- ▶ Report incidents that happen to YOU (slip on ice, cut yourself, etc.)
- ▶ Every first aid kit has a list of teachers that are first aid certified and trained in emergency procedures
- ▶ Volunteers have the right to refuse unsafe work if they believe it could cause harm to them or others
 - ▶ E.g. climb a ladder to hang a poster
- ▶ Report possible hazards to staff (upturned rug, frayed plug, etc.)
- ▶ Become familiar with the emergency response plan



General Procedures

PARKING

- Please park on the street and NOT in staff parking lot
- Please Do NOT park in the bus zones.

SIGN IN

- ALWAYS enter through the front doors
- ALWAYS report to main office upon arrival at the school
- Sign your name in the VOLUNTEER SIGN-IN book
- Ask for a VOLUNTEER lanyard badge or VOLUNTEER sticker (please wear all day)
- Remember to SIGN OUT and return your badge/lanyard when leaving school



General Procedures ...cont'd

- ▶ Please do not bring any valuables into school – there is no secure location to lock them up
- ▶ Please ensure you have made arrangements for younger siblings or other children in your care prior to volunteering.
- ▶ Please do not use volunteer time for informal parent/teacher interviews about your child. If you need time to discuss your child with your teacher please schedule a separate meeting.
- ▶ Coats can be hung in the classroom
- ▶ Please NO SMOKING on school grounds.
- ▶ Please mirror the use of POD (Personally Owned Devices) to what is expected of the children in your class (if they have do not have access then please refrain from using your POD until you are in the staffroom or office).
- ▶ Please dress professionally and appropriately for the task you are volunteering for.
- ▶ Please feel free to ask for help with office machines if you are not familiar with their operation.



Next Steps



- ▶ Complete the Volunteer Interest Form
- ▶ Complete the Volunteer Application and Confidentiality Form
- ▶ Complete the Volunteer Acceptable Use Network Form
- ▶ Complete the Volunteer Health and Safety Acknowledgement Form

Our Lady of the Rosary School

appreciates all of our volunteers!



Thank you
for making our school
better!