

Volunteering at Rothesay Elementary School

Dear Volunteer,

Thank you for your interest in Rothesay Elementary School.
We love having volunteers in our school.



I am the Community School Coordinator, and I oversee the volunteer activities at RES, so all of your questions and completed forms should be forwarded to me, either through the main office or directly via email: Melanie.KoteffBackman@nbed.nb.ca

Here is the information that you need to get started with volunteering at RES.

1. All volunteers must read the attached "Volunteer Information Brochure" from ASD-S as well as the "Volunteer Orientation Information for Rothesay Elementary School".
2. All volunteers must submit a completed "RES Volunteer Screening Declaration Form".
3. All volunteers who will be working directly with children must complete and submit the Policy 701 Validation Questionnaire. <http://701.nbed.nb.ca/>
4. All volunteers who will be working directly with children must submit a current Vulnerable Sector Record Check. These are valid for three years at RES. You will need the "Consent for Criminal and Vulnerable Sector Record Checks" document to complete this process. Since the police are now issuing the results of the Vulnerable Sector Record Checks in electronic form only, you can either print it out and send it in to me or forward me the electronic copy. If you choose the latter, then I will also need the PIN to open the file.

Please note that you will be submitting three (3) separate documents: The RES Volunteer Screening Declaration Form, the completed Policy 701 Validation Questionnaire, and the completed Vulnerable Sector Record Check.

Please contact me if you require any assistance.
Sincerely,

Melanie

Melanie Koteff Backman
Community School Coordinator
Rothesay Elementary School

What is Policy 701 & how does it apply to volunteers?

The Pupil Protection Policy is meant to protect all children/youth who are registered in public schools in New Brunswick regardless of their age. This policy applies to all adults whose job or role within the public school system places them in contact with children/youth. The policy deals with a range of behaviours that harm students and/or impede learning. These behaviours are divided into two categories: Abusive Behaviours and Misconduct.

The following must be treated as a complaint under the policy: any information received by any means from any named or anonymous source, either in person or recorded, which suggests that a child is being, or has been subjected to abusive behaviour or misconduct by an adult in the school system.

Any adult in the school system who witnesses or suspects abusive behaviour or misconduct as defined in the policy is obliged to report such conduct in accordance with the policy and, if applicable, the *Child Victims of Abuse Protocols*.

Policy 701 describes procedures for reporting of abusive behaviours. For behaviours falling under the category of misconduct, complaints must be reported to the principal or designated person by any adult in the school system who is aware or suspects such conduct. Every person named in a formal complaint under this policy has the right to be informed of the substance of the complaint at the time of filing. If necessary, a full and impartial investigation will take place.

If the complaint is unfounded, and involved malicious intent or is made in bad faith, the School District can take appropriate disciplinary action up to and including suspension in the case of students, dismissal of employees, or banning from school premises in the case of parents or volunteers. Disciplinary action taken by the school system does not preclude the accused volunteer/employee from pursuing civil action. Find Policy 701 at <http://www2.gnb.ca/content/gnb/en/departments/education/k12/content/policies.html>

Saint John Education Centre

490 Woodward Ave.
Saint John NB
E2K 5N3
506-658-5300

Hampton Education Centre

82 School Street
PO Box 1002
Hampton NB
E5N 8H1
506-832-6143

St. Stephen Education Centre

11 School Street
St. Stephen NB
E3L 2N4
506-466-7300

Office of the Superintendent

490 Woodward Ave.
Saint John NB
E2K 5N3
506-658-5300

www.asd-s.nb.ca

Anglophone South
School District

**Volunteer
Information
Brochure**



The mission of ASD-S is to improve achievement by engaging children and youth and working in collaboration with families, staff and communities to provide safe and inclusive learning and working environments.

Tel: (506) 658-5300

Volunteering in ASD-S

Welcome Volunteers!

We appreciate your interest in volunteering for ASD-S. As a volunteer you will have opportunities to:

- Assist teachers in providing increased individualized and enriched instruction within their classrooms
- Enrich students' experiences through the unique resources which can be contributed by volunteers
- Assist teachers with many non-teaching duties and tasks, such as preparing instructional materials and organizing events
- Participate in breakfast or lunch programs
- Strengthen school/community relationships through positive participation
- Build an understanding of schools among citizens, thus, stimulating widespread involvement in the educational process
- Act as community resource instructor or speaker
- Assist on school committees
- Serve as mentors to students, and provide positive role models
- Assist with use of school libraries
- Provide individual assistance and attention
- Share your hobby or collection with classes
- Drive for extra curricular activities
- Coordinate and assist with special events, field trips and fund-raising efforts
- Support school enrichment initiatives
- Participate in community partnership activities



ASD-S facilities are peanut/nut free and scent-reduced.

As a volunteer, what are my rights and obligations?

Screening

We value your contribution and want to assure you that the screening procedures for all volunteers are necessary to provide children with the safest possible learning environment.

Volunteers with unsupervised access to children/youth (for example, driving, coaching, one-on-one reading/tutoring) will be expected to fill out a sign-off sheet, after familiarizing themselves with Policy 701 — Pupil Protection Policy, and will also be requested to submit a criminal record and vulnerable sector check (valid for 5 years). All volunteers will be asked to complete a *Volunteer Screening Declaration Form* with the names of persons who may be contacted as references. Reference checking may be necessary to gain information about past activity or behaviour that could potentially be a threat to children/youth. These records shall be accorded the same confidentiality as staff personnel records.

Confidentiality

You have a responsibility to protect the privacy of children/youth, parents, members of the public and staff and not to disclose confidential or personal information. You can expect the same level of confidentiality.

Consultation and Assistance

Each volunteer will have a designated supervisor who is responsible for the work of that volunteer and who shall be available to the volunteer for consultation and assistance regarding their roles and responsibilities.

Conduct

Volunteers shall meet the same standards of conduct required of staff. This means adherence to standards of behaviour as set out in provincial and district policies. These policies include: *The Child Victims of Abuse Protocols*, *the Harassment Policy*, *the Pupil Protection Policy* and *the Positive Learning Environ-*

School Volunteers

Volunteers reflect our community members' diverse interests, ages, and professions. Parents, family members, business people, retired citizens, and members of civic organizations are among those providing valuable contributions of their time and talents.

Different Times/Schedules

Each of us has different schedules and time constraints. Some of our volunteers devote a weekly lunch hour, others donate time to a special project or committee, while some volunteer on a regular basis. The possibilities are endless and any time you can give is greatly appreciated.



A Role for Everyone

Working under the direction and supervision of professional staff members, volunteers assist in classrooms, schools, and District operations. Volunteers include the ASD-S District Education Council, Parent School Support Committees and Home and School groups, as well as committees formed to address specific issues. Business people can fill an invaluable role by assisting in a school-to-work program or mentorship opportunity.

Tips for Volunteers

- **Be dependable/reliable** and let the school know if you are unable to attend during a scheduled time.
- **Sign in at the school office** upon arrival and pick up your visitor/volunteer tag.
- **Speak with school personnel** about possible volunteer opportunities and your interests.
- **Talk with the teacher** about expectations and guidelines when working with students.
- **Report behaviour concerns** to the teacher.
- **Take time to establish friendly relationships** with students. They will benefit from your interest and involvement.

Volunteer Orientation Information for Rothesay Elementary School updated September 2024

Welcome to RES. We are so glad to have you here!

1. Your first task will be to complete all of the paperwork and submit it to the Community School Coordinator. A Vulnerable Sector Record Check and the Policy 701 Questionnaire are required when volunteering with students at RES.
2. When you enter and exit the school, please sign in and out at the main office. This helps us to keep track of everyone that is in the building.
3. Washrooms are located to the right of the main entrance.
4. If you are in the school during an emergency procedure, do the following:
 - a. For a fire alarm, leave the building quickly and calmly. Wait at a distance from the building until you hear the all-clear. The designated spot for visitors/volunteers is in front of the rainbow crosswalk. If you have signed in, someone will use that information to look for you to make sure you evacuated safely.
 - b. For a lockdown, cover all windows, lock the door, and hide in the room. Wait there until you hear the all-clear.
5. It is a good idea to have the contact information for the school and, if relevant, the teacher you will be working with. That way you can call or e-mail if you are not able to make it on a day that you had planned to come in. If you are working with a particular student, it is also a good idea to give the teacher your contact info so that you can be told if the student is absent at a time you had planned to come to the school.
6. Please keep our students' allergies and sensitivities in mind. **We are a nut-free zone** and there are also other food allergies that can cause anaphylaxis in some students.
7. **RES is a scent-reduced environment**, so we are encouraged to reduce or avoid strong scented products when possible.
8. If you have any questions during your volunteering time, please do not hesitate to contact the Community School Coordinator.
9. If something unexpected* occurs, you have a few options. After you have resolved the issue, please make a note of it to follow up with the Community School Coordinator or other school employee you are working with. *This might be anything from a student vomiting to a toilet overflowing or a dispute between two students.
 - a. You can call the office for help: 506-847-6203, or use the intercom if you are in a classroom.
 - b. You can send the student(s) to the office. The main desk is always attended.
 - c. You can send one or two students to get a specific person to assist.
 - i. Community School Coordinator = Melanie Backman
 - ii. Vice Principal = Jeanette McLenaghan
 - iii. Principal = Sarah Blanchard

RES Volunteer Screening Declaration Form

Name (please print): _____

Phone: _____ E-mail: _____

I am volunteering for (please name activity): _____

I, _____ residing in _____ hereby declare that I have no criminal record and have no history that would prevent me from working with children of the general public. I declare that I have no interactions at schools in the past that would prevent me from working within, and helping to create, a positive school environment. Furthermore, I recognize that I am obliged to inform the appropriate supervisor if I am charged, tried, or convicted of any offense under the Criminal Code or under any other provincial or federal statutes that would prevent me from working with children of the general public.

I recognize that I have a responsibility to protect the privacy of children, parents, members of the public and staff and shall not disclose confidential or personal information acquired by virtue of my position.

I recognize the school district reserves the right to decline my volunteer services without providing me any reason.

Dated: _____ at _____

Signature of Applicant: _____

Signature of Witness: _____

References

Name: _____

Phone: _____

E-mail: _____

Name: _____

Phone: _____

E-mail: _____

In order to get a VULNERABLE SECTOR RECORD CHECK, you will apply ONLINE through the KV Police:
<https://www.policeresolutions.ca/checks/services/kennebecasis/index.php>

You will need to upload a completed copy of the following page during the online application process. This lets the police know that we are asking for this check for a volunteer, and it should allow you to pay the volunteer rate for this service. The prompt looks something like this: *To continue with your online Vulnerable Sector application, you are required to upload a letter from the hiring company or volunteer organization requiring same.*



ANGLOPHONE SOUTH SCHOOL DISTRICT

OFFICE OF THE SUPERINTENDENT
490 Woodward Avenue - Saint John, New Brunswick E2K 5N3
Telephone: (506) 658-5300 - Fax: (506) 658-5399 - www.asd-s.nbed.nb.ca

CONSENT FOR CRIMINAL & VULNERABLE SECTOR RECORD CHECKS

Pursuant to Policy 701 of the Department of Education and Early Childhood Development, Anglophone South School District has established procedures to ensure appropriate reference checks are carried out for all persons associated with the school system who have unsupervised access to children. This reference check includes requesting applicants to document criminal record convictions.

You are required to take this form to your local police station to have a:

- Criminal Record Check completed
- Vulnerable Sector Check completed

Employee Volunteer

Description of the paid or volunteer position: _____

Age(s) of the children or vulnerable person(s): _____

PERSONAL INFORMATION

| | | |
|--|-----------------------|---|
| _____ | _____ | _____ |
| Given Name | Middle Name | Last Name (and maiden name if applicable) |
| _____ | _____ | _____ |
| Place of Birth (Town/City, Province) | Date of birth (d/m/y) | Male <input type="checkbox"/> Female <input type="checkbox"/> |
| _____ | _____ | _____ |
| Social Insurance Number | Home Phone | |
| _____ | _____ | |
| Current Address: _____ | | |
| Previous Addresses, if any, within the last 5 years: _____ | | |
| _____ | | |
| Have you ever been convicted of a Criminal Offence for which you have not received a full pardon? Yes <input type="checkbox"/> No <input type="checkbox"/> | | |
| Description of offence: _____ | | |
| Note: for this request to be valid, all information must be completed and returned after checks are done | | |

Individuals may not be considered for employment or to fill a volunteer role if:

- a) There are previous convictions for violent crimes or crimes against children
- b) There are previous charges related to violent crimes or crimes against children that did not result in conviction solely as a result of documented technical reasons.
- c) There are previous convictions under the Criminal Code of Canada.

If you require additional information, please do not hesitate to call Susan Moffatt, Director of Human Resources for Anglophone South School District

Signature of Applicant: _____

Date: _____

Witness: _____

Signature of Official
Anglophone South School District