

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://www.gnb.ca/0000/policies.asp>

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
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www.asd-s.nbed.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



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 problems** to the teacher.
- **Take time to establish friendly relationships** with students. They will benefit from your interest and involvement.

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 Environment Policy*. Copies of these may be obtained from the school principal.

Anglophone South has a scent free policy that asks all students, employees, volunteers and visitors to refrain from wearing or using scented products in all schools, offices and vehicles.