

Saint Joseph Regional Catholic School
Volunteer Training Guide
2011-2012

Volunteers in Catholic schools, regardless of responsibility are considered to “work with minors” and as a result must adhere to the Diocese of Manchester Screening and Training Protocol (effective July 1, 2008). This does not include school board members unless the members also regularly work with minors in the school. Standards are subject to ongoing review and change; any amendments will be approved by the Bishop of Manchester in accordance with church and civil law. Please visit www.catholicchurchnh.org for more information about diocesan policies and safe environment initiatives.

Minors Engaged In Ministry: Minors involved in ministry with other minors are not required to complete screening forms or attend *Protecting God’s Children* training. Employees or volunteers who have completed the screening and training requirements for those who regularly work with minors must supervise minors involved in ministry with other minors.

Volunteers who have completed mandatory screening and training and who are interested in using their personal vehicles to transport students for school athletics, clubs and service projects must complete the following in order to be allowed to transport students:

- ❑ *Diocese of Manchester Driver/Vehicle Registration (annually)*
- ❑ *Provide a copy of current drivers license*
- ❑ *Provide proof of current insurance verification*

CONFIDENTIALITY OF RECORDS

Background Check Documentation - Parishes, schools, camps, and the diocesan administration must maintain applications, screening forms, and other personnel records in locked files with access limited only to those with a legitimate need to know.

Confidentiality of Information - Parish, school, and diocesan personnel who have access to personnel information are required to maintain confidentiality and are prohibited from disclosing personnel information to individuals without a legitimate need to know.¹

¹ Pastors, principals, safe environment coordinators, and the Office for Ministerial Conduct are permitted to share a list of “eligible” individuals with those responsible for hiring and assigning volunteers in parishes, schools, camps, and the diocesan administration without running afoul of this provision.

St. Joseph Regional School Volunteer Training Guide serves to address issues, which may personally affect an individual while volunteering in the school. The intent is to help each volunteer understand school policies such as confidentiality, which will be pertinent to their volunteer task. An understanding of volunteer responsibilities and limitations is essential prior to committing to becoming a volunteer. Volunteers acknowledge that they have read and understand St. Joseph Regional School Volunteer Training Guidelines by signing the acknowledgement form located on the last page of the guide.

- 1) **Assignments** - Questions are always welcome. We feel strongly that a school volunteer experience should be rewarding and productive. At times, the volunteer match may not fit the need of the volunteer or of the school. When this occurs, other volunteer opportunities within the school may be explored. SJRCS is not obligated to fill a volunteer assignment and maintains the right to reassign or discontinue the services of a volunteer at any time.
- 2) **Attendance** - Volunteer assignments within the school require promptness and regularity and therefore advanced notice of anticipated absences is appreciated. Contact the school and leave a message if an emergency arises and you cannot be present for your volunteer assignment.
- 3) **Attire** – As students are required to follow the school uniform dress code, staff & volunteers must model appropriate dress as well. Sneakers and jeans may be worn on student NU days. Perfume and cologne are prohibited within the school because of numerous allergies.
- 4) **Chaperones** – Expectations of students and rules have been discussed with students prior to all outings and events. Chaperones need to be made aware of this information and should ask the teacher in the event they have not been informed. Supervision demands not only a physical presence, but also a mental presence and alertness. There must be constant awareness of all children at all times. Distracting activity must be kept to a minimum. Chaperones are responsible for taking head counts of their group periodically in order to help verify that the group is intact. The role of the chaperone is not to discipline the students. Should a problem arise while chaperoning students, the volunteer should bring the issue immediately to the attention of the teacher or staff person in charge. In events held after school such as clubs or athletics, chaperones should bring concerns to the attention of the designated coach or club leader. The coach or club leader works directly with the Athletic Coordinator, Activities Coordinator and Principal.
- 5) **Confidentiality** - School volunteers are required to follow the confidentiality guidelines of the school. Many opportunities exist for volunteers to observe student behaviors and educational abilities as well as interactions among students, staff, faculty, etc. These observations and any information garnered while performing volunteer duties are confidential in nature and should not be shared with family, friends or other parents. Comments and concerns regarding school issues should be directed to the appropriate personnel in the school.
- 6) **Emergency Procedures** - Fire drills. During a fire drill, please proceed out of the building toward the parking lot with staff and students until it is okay to reenter the building. Please do not leave to go home. The school administration does a head count during drills to make sure that every person has vacated the building, including visitors and volunteers from the sign in log. For all other emergencies volunteers should follow the directions of school personnel. The school has a safety plan, which all school personnel have been thoroughly trained to carry out. During school drills do not go to your child's classroom.
- 7) **ID Badges**-Volunteers and visitors are required to wear a volunteer or visitor ID Badge while in the school. Students identify volunteers and visitors as being authorized when an ID badge is worn. Both volunteer and visitor ID badges are located at the reception desk. ID Badges must be returned when signing out.
- 8) **Parking**- Please park against the parking lot fence in order to avoid obstructing cars in the dismissal walk line.
- 9) **Personal Items** – Volunteers should keep personal items with them at all times. The school cannot be responsible for lost items. Purses, especially, should be secured. The school has designated some lockers for volunteer use and all are encourage using them.
- 10) **Recognition** - The Volunteer Program could not run smoothly without the help of dedicated volunteers. The entire school community recognizes the dedication of volunteers and remembers

- them in prayer throughout the school year. A volunteer family breakfast in the spring expresses sincere gratitude to all volunteers.
- 11) **Restrooms**- Volunteers may not use student restrooms. A third floor restroom for staff and volunteers is located next to the elevator. On the main floor the restroom is located in the staff mailroom.
 - 12) **School-wide Announcements & Prayer** - During school-wide communication and prayer periods at the beginning and end of the day, staff and students are expected to maintain silence and not engage in any activity that detracts from giving full attention to the school-wide activity. All members of the school community are expected to take part in prayer and announcement activities. Throughout the day, noise level within the hallways should be kept to a minimum at all times to maintain a quiet learning environment for students
 - 13) **Sign in Procedures** - All volunteers and visitors to the school must enter through the main door. No other doors are to be used. Upon entering the school, individuals must sign in at the reception desk. The process of signing in and out at the front reception area is the first step in protecting our students. It not only protects against unauthorized visitors but the school keeps a record of who is in the school at all times in case of emergency evacuation. If you leave the school and have not signed out, the office will assume you are in the building, so please do not forget to sign out when leaving the school.
 - 14) **Telephone Usage**-The school telephones are to be used for emergencies only. During the school day, cell phones should be turned off or placed in silent mode. In the event that a cell phone call needs to be made please do not make calls in student areas such as classrooms or gymnasium.
 - 15) **Teacher meetings** – In school volunteers wishing to meet with their child’s teacher should follow the Parent/Teacher Communication procedure in the Student-Parent Handbook. On-duty volunteers who see their child’s teacher should not request information about that child or engage the teacher in a “conference type” conversation, even if it is a short one. Teachers are expected to provide the same courtesy to volunteer parents.
 - 16) **Workings with students** - Students are made aware of school rules at the beginning of the school year. Volunteers are not to interfere with discipline and should never discipline a child. Volunteers are most effective when they are patient and understanding with children and when they motivate them by praising their accomplishments. Questions and/or concerns that may arise while volunteering with students should be directed to the appropriate school personnel. For school safety purposes, all meetings involving students are to be held on school property. The only exception is school team events.
 - 17) **Dismissal of students** - Volunteers in the building at the end of the school day are not permitted to have their children dismissed to the front office or school entrance area for fire safety reasons. Students may be dismissed to other supervised areas in the building where the volunteer is working (technology room, library, gym etc.) Volunteers should plan accordingly to pick student(s) up at the end of the day in the afternoon walker line.

Revision 8/21/08

Updated: 07/19/2011

St. Joseph Regional Catholic School
2011 – 2012 Volunteer Training Guide Acknowledgement

Upon reading the SJRCS Volunteer Training Guide, please sign and return this sheet to the school office.
Thank you.

___ I have read the revised SJRCS Volunteer Training Guide and understand the requirements needed to become a SJRCS volunteer.

___ I have read, understand and agree to follow the school confidentially statement.

___ I understand that the school is not obligated to fill a volunteer assignment and maintains the right to reassign or discontinue the services of a volunteer at any time.

Name

Date