



# Volunteer Guidelines

## Regina Christian School

### Introduction

This volunteer resource guide is intended to provide information helpful for volunteers at Regina Christian School. The document reflects beliefs, strategies, and procedures that apply to our school volunteers. It reflects the desire of Regina Christian School to work collaboratively with families as we educate our children.

The staff and students, teachers, administrators, and parents of the school, including volunteers, are expected to support the Mission and Vision of Regina Christian School, the Statement of Faith, Dress Code and Staff Code of Conduct.

The Vision of Regina Christian School is:

*“Regina Christian School, in partnership with the home and Church, will provide a Christ-centered education equipping students spiritually, academically, and physically to pursue a life of Godly character for service to the Lord Jesus Christ and others.”*

It is our desire that the opportunity to volunteer at Regina Christian School is seen as a mutually beneficial relationship. Becoming a volunteer at RCS involves reaching out and ministering to others and provides a blessing to our staff and students. As volunteers work in our school we desire that each one is equally blessed as they contribute the gifts of their time and God-given talents

This handout is intended to provide direction and guidance that will ensure each volunteer’s experience at RCS is a positive one. If you have questions that are not answered in this handbook please direct your questions to the staff member you are assisting or to the Development Office.

#### **2 Corinthians 9:13-14**

Because of the service by which you have proved yourselves,  
men will praise God for the obedience that accompanies your confession of the gospel of Christ,  
and for your generosity in sharing with them and with everyone else.

*Your role as a volunteer supports our mission.*

## General Information

### 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 and includes a volunteer driver who, at the request of the school, transports students. Volunteer coaches are also included as “volunteers”. Other volunteers may assist in clerical roles in the offices or library or may assist with special activities of the school such as fundraising and promotional events.

### Who is not considered a volunteer?

The following are **not** considered volunteers and are, therefore, **not required to submit a *Police Information Check***:

- Guest speakers
- Guest presenters
- Visitors to the school

## Police Information Check (PIC) – Formerly Criminal Record Check

A *Police Information Check (PIC)* is required for all volunteers and must be submitted to the main office staff prior to volunteering.

In order to obtain a PIC, there are two options: online or in person.

#### 1. Online:

Regina Police Service accepts online applications for Criminal Record Check and Vulnerable Sector Check (PIC). This service has a number of restrictions, but is available to volunteers who qualify for online applications; eligibility to apply is outlined on the online application: [www.polic solutions.ca/checks/services/regina/index.php](http://www.polic solutions.ca/checks/services/regina/index.php)

When asked online be sure to have a copy sent to the Regina Public School board; Regina Christian School. Please be advised, there is a \$21 service fee for the online service.

If you do not meet the requirements to apply online, or wish to have the check completed in person, you are still free to do so. However, you will first need to obtain a letter from the Main Admin Office. Please let us know if you require one.

#### 2. In Person:

1. Obtain a letter that must be taken to the Regina Police Station indicating your plans to volunteer in the school. The letter will be provided within your information package you received following your interview or can be picked up from the Student Admin Office on the main floor. There is a one-time \$10 fee to obtain your PIC.
2. Take the letter to the Police Station in person and complete the application for your Police Information Check. Please be sure to take two pieces of ID with you when you go.
3. The Regina Police will inform the Regina Public School Board of a completed check who will then inform the school. Once we receive this confirmation we are able to add you to our approved PIC list for volunteers.
4. Your PIC remains active during the school year. As long as you volunteer each year you will not need to provide another PIC. If you do not volunteer at the school for one year a new PIC is required.

5. Please plan ahead to ensure your PIC is completed prior to volunteer commitments. It can take 2-3 months before we receive confirmation from the RPSB and we are no longer able to accept copies straight from the police station.

## General Guidelines and Expectations

In making the decision to volunteer at Regina Christian School it is important for volunteers to understand the following:

Ultimately the Principal of Regina Christian School has the responsibility to determine who will volunteer in the school and what form the school's volunteer program will take. The Principal is guided in all decisions, including those related to volunteers, by the provincial and division policies and regulations. Several requirements are mandated to all schools and we need to ensure that we follow all requirements for the well-being of the children in our care.

Volunteers must clearly understand that all work in the school must be within the context of the practices of an educational institution. This means that volunteers are asked to maintain the strictest confidentiality about the students, staff, parents, and school. This reflects the need for volunteers to follow ethical practice. Volunteers have the same duties and responsibilities as regular employees in relation to privacy issues. 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.

Volunteers need to be aware of the following guidelines and expectations:

1. A Volunteer must not share information about students, staff, or other volunteers with other people. If a volunteer has a concern, bring the matter forward to the appropriate school staff or school administration;
2. If a volunteer has a problem with a student, the issue should be directed to the student's teacher;
3. If a volunteer has a problem with a staff member, they should discuss the matter first with that individual, and if necessary, speak with school administration;
4. All volunteer work is done under the direction and immediate supervision of a teacher or other staff member and may need to follow an appropriate work style to meet the expectations of each individual teacher or staff member;
5. Volunteers are not there to replace paid staff, but to support and supplement work that is already being done within the school;
6. 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;
7. All volunteers are expected to abide by the rules of the school;
8. 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;
9. 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;
10. A volunteer should direct her/his questions or concerns to the staff member with whom he/she works. If more information is required, then the volunteer should consult with the school administration;

11. The achievements of students are to be valued and their rights preserved. In the course of his/her service a volunteer may learn personal facts about students, their families and their problems. As a result, a volunteer must agree to keep this information confidential and not discuss it with people in, or outside the school, other than the school administration;
12. A volunteer is not to be placed in a situation where he/she is responsible for the direct one on one supervision of students.
13. Volunteers will be supervised by a teacher or school staff member when carrying out his/her duties;
14. 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, staff and students. In these cases, volunteers are asked to re-direct the discussion to the classroom teacher or school administration. It is critical that sensitive issues be addressed in the context of our philosophy. The classroom teacher is in the best position to respond should this situation arise.

## Safety Information

### **Assisting children using the washroom:**

Most RCS students are able to use the washroom independently. If you need to accompany a student to a washroom remain outside of the cubicle. If a child requires assistance within a cubicle the door should remain slightly ajar with every effort made to preserve the child's modesty while still maintaining safety.

On field trips all students must be accompanied to a washroom by an adult chaperone that shall remain outside the stall then safely accompany the student back to the group. If a child requires assistance the toilet for disabled persons (if available) should be used and the door left slightly ajar.

Volunteers should inform the teacher any time they leave the group.

### **Physical Contact:**

There is appropriate and inappropriate touching. Touching out of sight of others is not permissible. When a hug is called for, give an open hug (standing beside the child while reaching one arm around his/her shoulder).

Young children often enjoy sitting very close or even snuggling while you are reading with them. For you and their personal security, always sit on separate chairs while sharing a book and do not allow them to sit on your lap. Your greatest gift to them is the feeling of security, trust and encouragement.

Always respect the personal space of a student. Be alert to verbal and non-verbal cues.

### **Working with Student:**

Avoid any situation (including driving or travelling) where you are alone with one student. When working with an individual student, always ensure that you are within sight of other people. On those occasions when you are working alone in a room with a child always keep the door open.

When an ill or injured student needs to be examined or assisted it may be necessary to maintain a degree of privacy for the dignity of the student. However, any examination or assistance should be provided with another individual present, preferably another adult.

Do not remove clothing from an injured student unless it is essential for their well-being. This should be done by a health professional if at all possible.

If a student wishes to speak to you privately, move away from others, but stay within view of another adult.

**Student Information and Communication:**

Photographs and other student information such as names and addresses are not to be shared in any way. Do not post photos online, tag students in photos or share students' names or locations in any form of media. The school has media release direction from families that may prohibit certain information and images being shared. We need to honor the requests of all families. When volunteers fulfill their role during school activities they need to honor the media release procedures in the same way that staff are expected to do so.

Online (texting, email, social media etc.) one-on-one communication with students is not appropriate. An exception to this guideline may be for a volunteer coach to communicate schedule changes or reminders etc. to team members.

**Abuse disclosure:**

It is the legal obligation to report any suspected case of child abuse. If a child indicates to a volunteer that he/she has been or is the victim of abuse, or if a volunteer has strong suspicions that a student may be an abuse victim, the volunteer must inform either the supervising teacher or the principal.

One of the most difficult things to handle may be when the student who asks the person in whom they have confided to "promise not to tell". A volunteer cannot make such a promise and should be clear about that to the child. Don't try to "counsel" the child. Encourage the child to speak to the supervising teacher or principal. If the student is not willing to speak to another individual it is the responsibility of the volunteer to do so as soon as possible. Assistance and counselling should come from those professionals with the responsibility and experience.

**Strangers:**

All volunteers should be alert to safeguard against unwelcome visitors. Introduce yourself to any person whose presence is not accounted for and ask if you can help. If the person is a visitor or volunteer who does not display a name tag direct them to the Reception or Main Office to sign in. Inform them graciously that for reasons of security we ask all volunteers and visitors to sign in. If the person is uncooperative, please speak with your supervising staff member or call the Main Office. Do not put yourself at risk if confrontation seems uncomfortable.

**Discipline:**

Volunteers are not expected to deal with discipline issues. Immediately refer discipline concerns to the supervising teacher or staff member.

**Emergency Guidelines:**

There are School Emergency Guidelines in place that allow us to quickly deal with situations that arise. If a situation arises while you are in the school follow the direction of staff and provide assistance as necessary. For further information you may refer to the document titled "School Emergency Preparedness for Regina Christian School – A Guide for Parents and Guardians" or you may consult our school specific emergency information available in red Emergency Binders in each classroom and common area.

**Transporting Students by Vehicle:**

If parents are transporting students for an activity they are considered a volunteer and must have an approved Police Information Check on file with the school. They must also complete a RPSB Driving Authorization Form. Driver Authorization Forms are available in the Main Administration Office. If you will be driving any students out of city we require you to complete a 3 part form with the student

travelling, their parent(s) and the driver. Also the driver needs to have a 2 million liability insurance on their vehicle which can be added to your package policy by going down to SGI.

## Other Helpful Information

### **Parking:**

Volunteers are to park to the east of the school in the long term visitor parking area facing Evan's Court or on 23<sup>rd</sup> Avenue. If you need to park in another space or have questions contact the Reception Office.

### **Signing In and Out:**

All volunteers and visitors are expected to sign in and out at the Reception Office. You will be provided with a tag that you should wear while in the building. The tag is to be returned to the Reception Office at the end of the day.

### **Storing Personal Items:**

Your supervising staff member will provide you with a secure space to store your coat and other personal belongings.

### **Cell Phone Use:**

We ask that you leave your phone set to vibrate and to take any calls or texts outside the classroom area.

### **Dress Code:**

Volunteers are requested to follow modest dress attire. If working in the classrooms business casual is appropriate.

### **Absenteeism:**

If you have made a commitment to volunteer and are unable to fulfill that commitment please contact the supervising teacher or staff member in a timely manner in order to allow them time to make alternate arrangements. If you are unable to reach the staff member the school reception office will be able to provide assistance in passing along messages.

### **Contact Information:**

#### Reception Office:

Phone 306-775-0919

Fax 306-775-3070

Email [office@myrcs.org](mailto:office@myrcs.org)

#### Development Office:

Contact the Development Office by calling the school at 306-775-0919. The receptionist will assist you in contacting development or email [development@myrcs.org](mailto:development@myrcs.org)