

VOLUNTEER APPLICATION FORM

| | | | |
|------------------|------------------|--------------|--------------------------|
| LOCATION | _____ | DATE | _____ |
| | (School/Program) | | |
| NAME | _____ | | |
| | (Surname) | (First name) | (Initial) |
| ADDRESS | _____ | | |
| | (Street) | (City) | (Province) (Postal Code) |
| TELEPHONE | _____ | | |
| | (Home) | (Message) | |

Type of Volunteer Service: **Occasional** **Ongoing** (See Guidelines on reverse)

SPECIFY AREA OF VOLUNTEER INTEREST:

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|------------------------------------------------------------------|--------------------------|-----|--|--------------------------|----|
| Would you be willing to provide volunteer transportation? | <input type="checkbox"/> | Yes | | <input type="checkbox"/> | No |
| If so: Do you have a valid driver's license? | <input type="checkbox"/> | Yes | | <input type="checkbox"/> | No |
| Do you have use of a car for transportation? | <input type="checkbox"/> | Yes | | <input type="checkbox"/> | No |
| Do you have \$1,000,000 Liability Insurance? | <input type="checkbox"/> | Yes | | <input type="checkbox"/> | No |

(Please note: The District provides excess Liability Coverage for Volunteers up to \$10 million.)

How many safe passenger places does your vehicle have? _____
 (A safe passenger place has a headrest and a lap and shoulder seat belt.)

Please note: Drivers are responsible for ensuring all children transported have booster seats if they are:

- At least 18 kgs (40 lbs)
- Until they are 9 years of age or have reached a height of at least 145 cm. (4'9")

WILLINGNESS TO SHARE LIFE/WORK EXPERIENCE

If you would be willing to share life experiences or be a guest in one of our classrooms, please complete the following:

| | |
|-----------------------------------------------------------------------------|---------------------------------|
| SPECIAL TRAINING OR SKILLS: | |
| CLUB ACTIVITIES, VOLUNTEER WORK, ETC.: | |
| SPECIAL INTERESTS/TALENTS/HOBBIES: | |
| OTHER LANGUAGES (Specify): | Spoken: _____ Written: _____ |
| CULTURAL ACTIVITIES (Specify – Storytelling, Crafts, Cooking, etc.): | |

PREFERENCES

LOCATION/LEVEL PREFERRED: _____
 Elementary Secondary Middle Primary Kindergarten No Preference

TIMES AVAILABLE:
 Morning Afternoon Evening No Preference

Specify Days: _____ **Specify Time:** _____

GUIDELINES

Volunteers are classified as either occasional or ongoing. The following examples provide the more common forms of volunteer activity as well as those activities that are not appropriate for volunteer service:

| Occasional/Ongoing Activities: | Inappropriate Volunteer Activities: |
|-------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
| Chaperone on field trips and overnight camps | Relieve secretaries |
| Drive on field trips | Do maintenance and grounds work |
| Work at special events/social activities | Repair computers |
| Do Parent Advocacy | Do custodial work (at night, after events, etc.) |
| Read to kids (120 min/week/class) | Any activities related to assessment/evaluation of students |
| Sharing skills/talents as guest speakers | Playground/Lunchroom Supervision |
| Pre PDP and Pre SEA volunteer hours in preparation for teacher training and educational program admittance. | |

Procedures:

1. Each site will outline the volunteer process, application forms and guidelines, to staff and parents.
2. Each site will have a volunteer committee comprised of an Administrator, a CUPE representative and a PAC representative.
3. Volunteer application forms will be considered through consultation of site volunteer committee.
4. Determination of application will be made at the site level. Questionable applications would be considered in consultation with CUPE president (FAX 524-1948).

The School District's Comprehensive Liability coverage extends to volunteers while performing duties on behalf of the school district. Volunteers will not be covered by any other special insurance policy other than their own and will not be eligible for Workers' Compensation in the case of injury while performing their duties.

Either a Declaration of Trust or a Criminal Record Search must be completed as per regulation # 404.1.

GENERAL

It is expected that each Volunteer will be made fully aware of specific duties assigned. Where feasible these will be detailed in written form and given to the Volunteer. Since the Volunteer may work primarily with a teacher, it is important to note:

- The teacher is in complete charge of the classroom program. The Volunteer, therefore, looks to the teacher for direction and guidance.
- The Volunteer has no authority in disciplinary matters. Classroom and School policy should be interpreted to the Volunteer.
- Regularity and punctuality are essential to the success of any Volunteer program. Specific details will be a matter for mutual agreement.
- **The Volunteer should be aware that through his/her work in the classroom, he/she may have access to privileged and confidential information. The Volunteer, therefore, must be mindful at all times to avoid any adverse discussion that would reflect upon a pupil, teacher, or the school.**
- I have read the Procedures for Reporting Suspected Child Abuse or Neglect (see attached summary).

NOTE: I have read the above and agree to the conditions set forth.

SIGNATURE _____ **DATE** _____

| | |
|---------------------------------------|-------|
| PRINCIPAL'S /SITE MANAGER'S SIGNATURE | _____ |
| CUPE SITE REPRESENTATIVE'S SIGNATURE | _____ |
| PAC REPRESENTATIVE'S SIGNATURE | _____ |

The information on this form will be protected under the Freedom of Information and Protection of Privacy Act, section 22 C4.13.

FOR OFFICE USE ONLY

Interviewed by: _____ Date: _____

CRIMINAL RECORD SEARCH REQUIRED: Yes No



VOLUNTEER DECLARATION OF TRUST

DOT # _____

This form is held at the individual school and is updated annually.

LOCATION _____

ONE-ON-ONE YES NO
(If YES, complete a Criminal Record Search Form*)

- Signing the Criminal Record Search Form does not automatically mean that a criminal record search will be done. It does give permission to the school administrators to have the search done if they deem necessary.

APPLICANT _____

(Surname) (Birth Name) (Given 1) (Given 2)

ADDRESS _____

(Street)

(City)

(Province)

(Postal Code)

(Home Telephone)

(Work Telephone)

(FAX #)

(e-mail)

| | | | |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------------------------|
| 1. | Have you ever been convicted or given an absolute or conditional discharge on a criminal offence? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 2. | Are there currently any outstanding criminal charges against you? (Note: A criminal charge or conviction will not automatically exclude you from volunteer opportunities. The nature of your involvement as a volunteer and the circumstances related to the charge or conviction will be considered.) | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 3. | Do you know of any reason why you should not be involved in a capacity in which you are/will be with children? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

OTHER INFORMATION: _____

I understand that I have applied for a sensitive position of trust with the New Westminster School District and I declare that all information I have provided on this form is complete and true in every respect.

SIGNATURE _____

DATE _____

PROCEDURES FOR REPORTING SUSPECTED CHILD ABUSE OR NEGLECT

(Please take this information for your reference.)

For more detailed information, please see the *BC Handbook for Action on Child Abuse and Neglect* www.mcf.gov.bc.ca/child_protection/publications.htm and School District No. 40 Policy and Regulations 504.1 available at www.sd40.bc.ca

DUTY TO REPORT (unless otherwise noted, this document contains quotes from the *BC Handbook for Action on Child Abuse and Neglect*.)

“The *Child, Family and Community Service Act* requires that anyone who has reason to believe that a child has been or is likely to be abused or neglected, and that the parent is unwilling or unable to protect the child, **must** report the suspected abuse or neglect to a child welfare worker.” (page 40)

“...your role is to report your concern, including any disclosures or indicators you have witnessed. It does not matter if you think someone else is reporting the situation—you still must make a report. It does not matter if a child welfare worker is already involved with the child—you must still make a report.” (page 40)

NOTE: “Reporting the alleged abuse to a supervisor or other employee does not remove the legal responsibility of reporting to a child protection social worker” (School District No. 40 Policy No. 504.1)

“Failing to promptly report suspected abuse or neglect to a child welfare worker is a serious offense under the *Child, Family and Community Service Act*.” (page 41)

“Circumstances that must be reported

The *Child, Family and Community Service Act* sets out the circumstances under which you must report to a child welfare worker. You must report when you have reason to believe that:

- A child has been, or is likely to be, physically harmed, sexually abused or sexually exploited by a parent or another person and the parent is unwilling or unable to protect the child
- The child has been or is likely to be physically harmed because of neglect by the child’s parent
- The child is emotionally harmed by the parent’s conduct
- The child is deprived of necessary health care
- The child’s development is likely to be seriously impaired by a treatable condition and the child’s parent refuses to provide or consent to treatment
- The child’s parent is unable or unwilling to care for the child and has not made adequate provisions for the child’s care
- The child is or has been absent from home in circumstances that endanger the child’s safety or well-being
- The child’s parent is dead and adequate provision has not been made for the child’s care, or
- The child has been abandoned and adequate provision has not been made for the child’s care.” (page 41)

WHAT IS CHILD ABUSE AND NEGLECT ? (from *Responding to Child Welfare Concerns*, pages 3 to 5)
www.bced.gov.bc.ca/sco/resourcedocs/child_welfare_your_role.pdf

WARNING SIGNS OF CHILD ABUSE AND NEGLECT (from *Responding to Child Welfare Concerns*, pages 5 to 6)
www.bced.gov.bc.ca/sco/resourcedocs/child_welfare_your_role.pdf

“RESPONDING TO SUSPECTED CHILD ABUSE AND NEGLECT

...When a Child Discloses Abuse or Neglect”

Children who have been abused or neglected are particularly vulnerable. It is critical that, in responding to their needs, we take every caution to avoid upsetting them or traumatizing them any further.” (page 37) **School staff will support you in your response.**

If the child is in immediate danger and/or a criminal offense against a child has been or is likely to be committed, call the Police first.

Report to the Child Welfare Worker after you have called the Police.

When talking to the child, be sensitive to his or her needs and follow the general guidelines below. Your primary role is to support the child, gather basic information and report it to a child welfare worker as quickly as possible.” (page 37)

“Do not interview the child. It is the child welfare worker’s job to determine whether the child abuse or neglect has taken, or is taking place and to decide on the appropriate action to take.” (page 37).

“Stay calm and listen*. An abused or neglected child needs to know that you are calm and available to help...a calm response supports the child to tell you what has happened.” (page 38)

“Go slowly. It is normal to feel inadequate or unsure about what to do or say when a child tells you about abuse or neglect...Remember proceed slowly.” (page 38)

“Be supportive. Reassure the child that he or she has not done anything wrong.” (page 38)

“Get only the essential facts. Once you have enough information and reason to believe that abuse or neglect has occurred, stop gathering facts and be supportive...Limit your discussion to finding out generally what took place.” (page 38)

“Tell the child what will happen next. Tell them only what you know and avoid making promises. For example, do not promise that the alleged perpetrator won’t get into trouble.” (page 39)

“Make notes. As soon as possible after the disclosure, write down as much as you can of what the child told you. Accuracy is important.” (page 38)

Additional Comments.

Do not include personal opinions or judgments.

As per School District No. 40’s Policy and Regulations 504.1, send in a sealed envelop with your name and date on it, the original completed Form A to the Superintendent of Schools for placement in a confidential file. Do not make or file any additional copies of Form A. School staff have copies of Form A.

Notify the Principal that a report has been made to a Child Welfare Worker.

Do not contact the parents or the alleged offender. Child Welfare, the Principal or Superintendent will do this when appropriate.

* As a disclosure is beginning, do not promise to keep the information a secret. A suggested response is: “I want to hear what you have to tell me but if it concerns your safety, you need to know that I may have to talk to someone else because I want you to be safe.”

HOW TO CONTACT A CHILD WELFARE WORKER

Monday to Friday 8:30 a.m. - 4:30 p.m.

Ministry for Children and Family Development, New Westminster

604-660-9495

Monday to Friday 4:30 p.m. to 8:30 a.m.; Saturdays, Sundays and Statutory Holidays

Ministry for Children and Family Development New Westminster

604-660-8180

School District Policy No. 504.1 outlines the responsibility that staff have to report suspected cases of child abuse. The detailed procedures for such reporting are outlined in Regulation 504.1. This regulation may be found on the district website www.sd40.bc.ca in the Policies and Procedures section.