



Volunteer Orientation – Sept 2024 - June 2025

Welcome! And thank you for showing interest in helping out in our school. There are various ways to help out here at Auguston Traditional: in classes, with PAC, or at our many events throughout the year.

Volunteers make up the fabric of our community and the gift of your time, patience, expertise and caring makes our school and community so much better! We appreciate that you have chosen to spend your time with us.

A couple of things to note:

- 1) School board policy requires a Criminal Record Check and volunteer application form to be filled out. These must be completed before you can volunteer in our school, but the Criminal Record Check is free. Simply go to the School Board Office with 2 pieces of ID and fill out the forms.
- 2) Volunteer Forms also need to be completed and submitted to the office: the Volunteer Checklist & AP 416-1 is on Auguston's website while AP 416-2 Volunteer Application Form and AP 416-4 Confidentiality Understanding can both be found on Auguston's website and at this link:
<https://www.abbyschools.ca/administrative-procedures/AP416>
- 3) There is also mandatory safety training and a quiz required by the district. We are notified when your quiz is completed. The link to the quiz is here:
<https://sway.office.com/XFApAKYOoVODHuzi?ref=Link>
- 4) Finally – this orientation. In an effort to make our orientation more efficient, we are sharing the information here with a link to note that you have completed this step. Please feel free to stop in and introduce yourself when you are in the school to volunteer so that I can put a name to the face and connect you with who your children are and where you will be helping out.

Once those four steps are completed – we will add you to our 'Approved Volunteer' List and teachers will be able to connect with you for upcoming field trips, activities and events.

- 5) Please Note: If you are a volunteer driver (usually only used for intermediate sports and only as necessary) – there are additional forms with insurance requirements that need to be filled out. We typically use school busses for transportation to and from events and field trips; however, if you are driving students other than your own for any reason, please be aware that additional insurance information will be needed.

Some information to keep in mind when volunteering at our schools:

- 1) COVID protocols – there are no official protocols remaining around volunteering in schools. However, we ask you to keep these considerations in mind:
 - a. Please ensure that you are well when you come to help out at our school. If you are sick, we ask that you send your regrets to the teacher and stay home (THANK YOU!).
 - b. Wash your hands when you get here and regularly as needed.
 - c. You can choose to wear a mask – it is not required but will certainly be respected.
 - d. We are still aiming to respect personal space, so leaving space between you and the child(ren) you are working with, or working from across the table, is preferred for everyone’s safety

- 2) ALWAYS sign in at the office. We need to know who is in the building for safety drills and events. We will record your name, who you are helping and where, and the time you sign in and out. Mrs. Tait will provide you with your own personalized volunteer tag upon signing in.

- 3) When in the school –
 - a. You may recognize or want to chat with students in the hall (or them with you). Please stick to your task and the students that you are working with and direct others in the hall to ‘keep going’ or ‘head back to class’.
 - b. You won’t need to discipline any student at any time. Advise the teacher of the behaviour you’ve witnessed or are concerned about, and they can take care of it.
 - c. Staff are trained in our Health and Safety protocols – if you have any questions or concerns, please contact Mrs. Sward or the teacher you are helping.
 - d. Teachers should set you up with a safe place to work with students and outline their expectations for your time with the students. You should not need to prepare materials for your visits.
 - e. If the fire alarm sounds or an emergency situation arises, please follow the lead of the teacher and move outside with the class to be accounted for in our checklist. No need to head for the front door or office – just follow the group you are working with to the closest exit and head outside with the classes. Your help moving students to safety with their teacher is appreciated.
 - f. Any discussion, details or information about any student should be kept between you and the teacher involved and should be motivated only for

the good of and out of care for the student. If you have a safety concern about any of our students, please discuss it confidentially with the teacher or Mrs. Sward.

- 4) ALWAYS check out at the office when you leave so that we know you are no longer in the building and needing to be accounted for. Mrs. Tait will keep your volunteer tag in the office for the next time you are able to help out.

One final thing. At Auguston we use our 'helping hands' to help us solve conflict on the playground. Students know this process and will practice it all year. We follow these steps when faced with a problem:

- 1) Stop Message – Say ' (name) _____, please stop (what the problem is) _____ because (it hurts me, upsets me, makes me feel _____, etc.) _____ '
- 2) Ignore it
- 3) Walk away
- 4) Go do something else with someone else, somewhere else
- 5) Tell an adult or ask for help

This problem-solving strategy solves most of our playground concerns and allows teachers and other adults to deal with the big issues while allowing students to advocate for themselves and learn to create boundaries and hold each other accountable. When students are asked to stop, they know their job is to stop that behaviour.

Once again – thank you for sharing your valuable time with us – we appreciate you volunteering at our school and making it a better place to work and learn. We hope that your volunteer service at our school is a rewarding experience.

Now that you have completed reading this orientation document, please follow this link to complete this final step:

https://forms.office.com/Pages/ResponsePage.aspx?id=yaUPiyznhUiwooCg_tl3PGg5Ef9vTJJLp6qzMK-xdRpUMEJRVkVaMDVMNlIaSIY5VU9YMVc5Q0NCRy4u

Thanks,

Kris Sward

Principal

Auguston Traditional Elementary School