



SCHOOL VOLUNTEER ORIENTATION WORKSHOP

(school letterhead)

Date: _____ Location: _____

AGENDA

Prayer, Welcome, and Introductions

Valuable Volunteers:

- celebrating volunteer assistance
- areas for volunteer assistance at school
- school council committees and volunteers

Role of Volunteer:

- school policy, protocol, procedures
- sign in/out, use of volunteers tags/button
- classroom/school assignments
- responsibility - liability - accountability
- confidentiality - freedom of information
- duties and parameters: readiness
- scheduling/time lines/alternate arrangements
- communication with: staff - students - administration - office - others
- awareness of staff collective agreements: OECTA/CUPE
- problem solving: Code of Conduct
- professional, ethical conduct

Health and Safety Issues:

- emergency information form
- TB Test Memo #77
- police records check
- insurance and liability issues
- smoke-free environment
- emergency response plans: (1) school, (2) classroom
- fire/evacuation plans and procedures
- emergency calling network
- special needs/special programs
- allergy alert
- awareness of: Child Abuse Policy and Procedures; Equity, Ethnocultural and Harassment Policies; Safe Schools Policy; Duty of Care

Questions/Answers

Celebrating Our Work Together