



ST. BENEDICT CATHOLIC SECONDARY SCHOOL



VOLUNTEER REGISTRATION 2023 - 2024

Date: _____ Date of Birth: _____
Mr. Mrs. Ms.

First Name: _____ Last Name: _____

Address: _____
(Street) (City) (Postal Code)

Home/Cell Phone: _____ Work Phone: _____
Email Address: _____

****EMERGENCY CONTACT****

Contact Name: _____ Relationship: _____
Home/Cell: _____ Work: _____
Family Doctor: _____ Dr. Phone: _____

****VEHICLE INFORMATION****

Make of vehicle	Colour	Plate Number
Vehicle 1: _____	_____	_____
Vehicle 2: _____	_____	_____

****EMPLOYMENT EXPERIENCE****

Current Occupation: _____ Full Time/Part Time
Previous work experience: _____
Why are you interested in volunteering at St. Benedict CSS? _____
What type of volunteer work are you interested in? _____
What skills/interest/hobbies do you have? _____

**** PREVIOUS VOLUNTEER EXPERIENCE****

CHECK OFF AVAILABILITY:

PERIOD	1	2	LUNCH	3	4
Times	8:00 – 9:15	9:20 – 10:35	10:40 – 11:25	11:30 – 12:45	12:50 – 2:05
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

REFERENCES (preferably a staff member of Waterloo Catholic District School Board):

Name: _____ Phone: _____

Name: _____ Phone: _____

PRINCIPAL'S EXPECTATIONS:**A volunteer will...**

- ☐ be willing to undergo a police check
- + consult with the teacher before being assigned to a class or student
- + sign in and out daily, in the Main Office, also indicating teacher's name and location
- + wear a volunteer badge while in the school – to be picked up and returned when signing in and out
- + participate in an orientation of the school community
- + work under the direction of a teacher
- ☐ protect the personal private information of students, parents and staff
- ☐ respect the unique identity of each person in the school
- ☐ ensure that in any encounter the student is safe and secure

PLEDGE OF CONFIDENTIALITY:

I understand and agree that in the performance of my duties as a volunteer, I must keep whatever personal information about any student or staff member I encounter in absolute and strict confidence. I am aware that the principal has the right to remove a volunteer from the school for breach of confidentiality.

Signature: _____

Date: _____

FOR OFFICE USE**Placement Details - enter teacher and subject**

PERIOD	1	2	LUNCH	3	4
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

CONFIDENTIALITY FORM SIGNED: _____ DATE OF INTERVIEW: _____ DATE OF ORIENTATION: _____

REFERENCES CHECKED: _____ INTERVIEWER: _____



APO001 APPENDIX C

VOLUNTEER OFFENCE DECLARATION

I, _____ hereby declare that:

Please Print

<input type="checkbox"/>	I have no convictions for offences under the Criminal Code of Canada up to and including the date of this declaration for which a pardon has not been issued or granted under the Criminal Records Act (Canada) .
<input type="checkbox"/>	I have the following convictions for offences under the Criminal Code of Canada for which a pardon has not been issued or granted under the Criminal Records Act (Canada) .

OFFENCE:	DATE:
OFFENCE:	DATE:

DATED this _____ day of _____ 200_____

NAME (Print)

SIGNATURE

SCHOOL

Personal information on this form is collected under the authority of the *Education Act* and will be used for administrative purposes as determined in the Procedure for Volunteer Programs in the Waterloo Catholic District Schools, and will be retained only for the current school year. Questions about this collection of personal information should be directed to the Freedom of Information Coordinator.



APO001 APPENDIX H

STATEMENT ABOUT CONFIDENTIALITY & PRIVACY

Perhaps one of the greatest obstacles in the path of effective use of volunteers, especially parent volunteers, is the concern on the part of the teachers and principals regarding the possible use of privileged and confidential information.

Pursuant to the *Municipal Freedom of Information and Protection of Privacy Act*, volunteers with the Waterloo Catholic District School Board will at all times uphold complete confidentiality.

Volunteers are not allowed to have free access to a student's records for any reason. Under no circumstances will a volunteer be given such personal information as home phone numbers, addresses, birth dates without the consent of the parent/guardian or student who is sixteen or older. Volunteers who are assisting administration and/or office staff will often need to access this information. This is permissible only if there is a staff member directly supervising the volunteer.

The volunteer will be privy to only that personal information which they need for a consistent purpose to perform the function they have been assigned. In some circumstances, the volunteer may require background information on a student to best understand the particular needs of the student for the purpose of providing proper assistance. The teacher would share only the appropriate information. As well, volunteers by being in the school setting and by working with students and staff will form personal opinions and arrive at personal conclusions.

In addition, volunteers are in a position to learn and observe more about staff members than would be learned or observed in a regular parent to teacher relationship.

There is nothing wrong with the volunteer possessing such knowledge or personal opinions. However, in no case should such knowledge or opinions be shared in the community. Likewise, care must be taken to refrain from expressing comments harmful to the reputation of each pupil or professional.

If a problem develops, the line of communication regarding a situation in the school is always first with the staff member concerned and then, if necessary, with the principal.

A volunteer has every right to expect that his or her participation will be treated with the same confidentiality and respect.



APO001 APPENDIX I

STATEMENT ON DISCLOSURE OF ABUSE BY A STUDENT TO A VOLUNTEER

Volunteers who work closely with students have a unique opportunity to help these students to build feelings of competence, confidence, and self-worth. That student may show increasing trust in the volunteer. But with this opportunity also comes responsibility.

If a student has reached the point of feeling very trusting with a volunteer it could happen, should the student be a victim of abuse, that the student makes a disclosure to the volunteer. As well, a volunteer, after working with a student for a period of time, may come to suspect, either from behavioural or physical signs such as injuries, that the student might be an abuse victim. It is therefore important that volunteers are aware of their responsibilities and the correct procedure to follow.

No one feels comfortable about reporting suspected abuse, but the fact is that it is a legal obligation of every Ontario resident to report any case of suspected child abuse to a Family and Children's Services (F&CS). A volunteer should also ensure that any suspicion of child abuse is relayed to the principal.

One of the most difficult things to handle may be the student who asks the person in whom they have confided and disclosed to "*promise not to tell*". You cannot legally make such a promise, and you should be clear about it with the child. Also, do not try to counsel the student or investigate the situation or circumstances. Be sympathetic and empathetic without being judgmental.



APO001 APPENDIX J

STATEMENT ON HEALTH & SAFETY ISSUES

Observing the safe work practices in our day-to-day activities is the responsibility of all who work for the Waterloo Catholic District School Board, both employees and volunteers. It is in everyone's best interests to work safely in our schools. A list of standard health and safety requirements for all employees and volunteers is below.

The Board does not provide accident insurance or Workers' Compensation that would provide benefits or compensation for injuries to volunteers.

Certain safety fundamentals are basic to the operation of our schools and facilities. As well, more in-depth information and procedures cover a large and diverse range of activities in our schools.

As a volunteer, you may be involved in a variety of activities. Use of common sense, good judgment and when in doubt asking questions may be all that is normally required. At times specific training or information needs will be provided e.g. a list of the students that you will be working with who have specific allergies and the care plan for what to do if they have a reaction. If you feel a need for information or training, please contact the principal.

Please report any incident or accident to the principal even if there seems to be no injury to yourself or others, or damage to equipment etc.

Emergencies and fire drills are generally indicated by an alarm bell. Follow the principal's instructions calmly but quickly. Everyone must leave the building. The students have usually rehearsed for these eventualities.

Any bodily fluids i.e. blood, vomit, urine must be cleaned up and handled in a prescribed manner. Advise a staff member of a problem and the school caretaker will deal with this.

Smoking, alcohol and illegal drugs are not permitted on any school property.

STANDARD HEALTH & SAFETY REQUIREMENTS

The Waterloo Catholic District School Board is committed to the prevention of illness, injury and property damage through the provision and maintenance of a healthy and safe workplace environment for all employees, students, volunteers, visitors and contractors. To fulfill this commitment, the Board shall comply with and enforce legislative requirements including the *Ontario Occupational Health and Safety Act*, *Environmental Protection Act*, and other federal and provincial statutes, local by-laws, plus all policies, rules or procedures issued by the Board.

In consideration of the above policy it is essential that all employees and volunteers must:

1. Work in compliance with the provisions of the *Occupational Health and Safety Act*, *Environmental Protection Act and Regulations*, and the Board's environmental, health and safety policies and procedures;
2. Use or wear protective equipment, devices, and clothing that the supervisor requires to be worn;
3. Report to their supervisor the absence of, or a defect in any protective device of which they are aware, that may endanger themselves or another person;
4. Not remove or make ineffective any protective device required by the regulations or by the supervisor;



5. Report to their supervisor any contravention of the *Occupational Health and Safety Act*, *Environmental Protection Act* and Regulations or the existence of any hazard of which they are aware;
6. Not use or operate any equipment, machine, device or thing or work in a manner that may endanger themselves or any other person;
7. Not engage in any prank, contest, feat of strength, unnecessary, or rough and boisterous conduct;
8. Report to their supervisor all accidents and incidents.



AP0001 APPENDIX G1

STATEMENT OF LIABILITY INSURANCE

The Liability Insurance of the Board covers persons who, at the request of the Board, are performing activities involving supervision of students. This includes volunteers assisting with either in school or extra-curricular activities as arranged and/or approved by principals.

For example, if a volunteer was working with a group of students and an accident occurred resulting in a lawsuit, the Board's Liability Insurance would cover the volunteer as well as the Board.

If volunteers are transporting students in their private vehicles to Board approved events, it is necessary that they have liability insurance on their vehicles. It is recommended that the minimum liability limit be \$1,000,000.

The Board does carry excess third party liability insurance to provide protection for employees of the Board, including volunteers, who may on occasion use vehicles not owned by the Board to transport students, without charge, for emergencies, curriculum or extra-curricular activities. The liability covered is that liability imposed by law upon an employee of the Board (including volunteers) for bodily injury or death to students suffered while such students are being transported by the person who is acting on behalf of the Board.

This insurance covers only that liability imposed by law, which may be in excess of the person's own third party auto liability coverage, to a maximum of the Board's non-owned auto policy i.e. the automobile policy of the driver is the primary responder with OSBIE responding only after the primary responder's limits have been exhausted. OSBIE covers up to a combined limit of \$20M.

All volunteer "trip drivers" are required to complete the "Volunteer Driver's Form" as Appendix G2. Use of a volunteer's car must be authorized by the principal as the Board's agent.

VOLUNTEER DRIVERS / INSURANCE REQUIREMENTS

Students may be provided with transportation by volunteer Board or non-Board employees, including students, who are properly licensed and can provide proof of adequate insurance coverage. All volunteer drivers' vehicles, to their knowledge, must be in good repair and have working seat belts for all seats in the vehicle. Children weighing less than 18 kg (40 lbs.) must be transported while seated in appropriate car/booster seats which must be properly secured per manufacturer's instructions. The Principal must ensure that those who provide transportation for students have a minimum of \$1,000,000.00 Liability and Property Damage Insurance. The Principal shall keep a record of the names of those drivers who meet the Public Liability Insurance Coverage specified above and only those drivers will be allowed to transport students to and from school activities.



SUMMARY OF LICENSING AND VEHICLE REQUIREMENTS

Seating Capacity	Driver Status	Vehicle Status	Compensation	Driver License Requirement	Vehicle Requirement Per Highway Traffic Act
5 Passenger seats plus Driver	Volunteer, Staff, Parent	Owned, leased or rented by a Volunteer, Staff or Parent	No	G	None
			Yes	G	None
6 to 9 Passenger seats plus Driver	Volunteer, Staff, Parent or Contracted Driver	Owned, leased or rented in the name of WCDSB or <u>operated under contract with the Board</u>	No	G	None
			Yes	G	- safety inspection stickers - log book - H.T.A. Regulation 483
10 to 24 Passenger seats plus Driver	Volunteer, Staff, Parent or Contracted Driver	Owned, leased or rented in the name of WCDSB or <u>operated under contract with the Board</u>	No	F	H.T.A. Regulations for this type of vehicle
			Yes	E	H.T.A. Regulations for <u>School Purposes Bus</u>

- 1) The Highway Traffic Act (Ontario) governs the licensing of School Purposes Bus Drivers that enter into a contract with the Board for the transportation of students.
- 2) Volunteer drivers who do not receive compensation for the transportation of students do not enter into a contract with the Board.
- 3) Compensation, as far as the Ministry of Transportation is concerned, is any form of remuneration, i.e. mileage, gas allowances, flat fee, etc., paid by the Board to anyone to transport students.

NOTE:

If a Trip is planned for out of the Province, please check with the appropriate authorities to ensure that your license and the vehicle meet the necessary regulations.

SUMMARY OF INSURANCE COVERAGE

1. VOLUNTEER SUPERVISORS ON SCHOOL OUTINGS

The Board's Liability Insurance Policy protects both staff and volunteers who are working within the scope of their duties for the Board. This coverage responds to lawsuits that are brought against staff or volunteers who are supervising school events and provides protection up to the \$20 million policy limit.



2. VOLUNTEER DRIVERS FOR SCHOOL ACTIVITIES

Ontario Legislation makes Automobile Insurance compulsory in the Province of Ontario. This same Legislation makes the vehicle insurance primary coverage. In other words, the insurance on the vehicle responds to claims first.

The School Board's Liability Policy contains an Endorsement, called the Non-Owned Automobile Endorsement, which extends coverage to those who are using personal vehicles on the business of the Board. In accordance with Legislation, this coverage is *excess* to the insurance on the vehicle. For example, if an accident occurred while the vehicle was being operated on a school outing, and the vehicle was insured for \$1 million of liability insurance, and there was a successful suit against the owner of the vehicle for \$3 million, the Board's liability insurance would respond to the \$2 million in excess of the \$1 million carried by the owner.

There is no coverage under this Endorsement for damage to the vehicle itself. Coverage is limited to liability only.

Passengers who are injured would recover Accident Benefits under their own automobile policies. Thus, students injured in an automobile accident, would report the injuries to their parents' auto insurer. If there is no automobile insurance policy in the family, the injured passenger would collect benefits under the liability policy in place on the vehicle in which they were riding at the time of the accident.

3. PERSONAL AUTOMOBILE INSURANCE COVERAGE

For the personal protection of volunteer drivers, all owners/drivers of private vehicles must carry a minimum of \$1 million of liability insurance. If there is any doubt about the insurance coverage carried, or the use of the vehicle to transport students, volunteers should review their coverage with their insurance Brokers.

4. USE OF VEHICLES RENTED FOR SCHOOL/ BOARD PURPOSES

Legislation which came into effect March 1, 2006 changes the priority of coverage when rental vehicles are used to transport students or in the execution of other school/board activities. For rental vehicles, the priority of coverage is as follows:

1. Primary Auto Liability – Personal Auto Policy of driver who rents the vehicle;
2. Excess Auto Liability #1 – OSBIE Non-Owned Auto Policy
3. Excess Auto Liability #2 – Rental Agency Policy