



**ACCESSIBILITY:**

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(School Letterhead)

**SCHOOL VOLUNTEER ORIENTATION WORKSHOP**

**Date:**

**Location:**

**AGENDA**

1. Prayer, Welcome, and Introductions
2. Valuable Volunteers:
  - Celebrating volunteer assistance
  - Areas for volunteer assistance at school
  - Catholic School Advisory Council Committees and volunteers
3. Role of Volunteer:
  - School policy, protocol, and procedures
  - Sign in/out, use of volunteer tags/button
  - Classroom/school assignments
  - Responsibility-liability- accountability
  - Confidentiality- Freedom of Information
  - Duties and parameters: readiness
  - Scheduling/timelines/alternate arrangements
  - Communication with: staff/ students/ administration/ office/ others
  - Awareness of staff collective agreements: Ontario English Catholic Teacher Association (OECTA)/Canadian Union of Public Employees (CUPE)
  - Problem solving: Code of Conduct
  - Professional, ethical conduct
4. Health and Safety Issues:
  - Emergency information form
  - Criminal Record 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 & Procedures; Equity, Ethno-cultural & Harassment Policies; Safe Schools Policy; Duty of Care

Questions/Answers: