



**CASCADE**  
CHRISTIAN SCHOOL

# VOLUNTEER HANDBOOK

45657 Yale Road

Chilliwack, BC

V2P 2N1

604-793-7997

[office@cascadechristian.ca](mailto:office@cascadechristian.ca)

## WELCOME

Volunteers are an integral part of the operation of Cascade Christian School. We thank you for your time and interest in volunteering at our school. The purpose of volunteers is to assist and support school personnel in providing quality school programs, organizing fundraising events, ensuring the safety of our students before and after school as well as assist in maintaining the school building.

The first steps to becoming a volunteer are to complete the application form as well as the online criminal record check. Once those have been completed you may be asked to participate in an orientation meeting which will help to familiarize yourself with the school layout, emergency procedures and volunteer position role. You could be asked to provide additional information such as a Driver Declaration Form, a copy of current vehicle insurance, or other information specifically related to your volunteer position.

We are excited to have you volunteer at our school and trust that your experience will be meaningful and provide personal rewards while you are here.

## CODE OF CONDUCT

- Volunteers operate in a position of trust. Personal information and behaviour pertaining to students must be kept confidential. Information exchanged between parents, teachers and students in the school is confidential. Personal information learned about students and teachers at the school will not be shared.
- School volunteers should show respect for human dignity; be appreciative of all racial, religious and ethnic groups; be accepting of individual differences and be courteous and fair in dealings with students. Appreciate that all students have rights and aspirations.
- As a volunteer, you may be consulted by a parent of a student that you are helping. Always direct parent concerns/questions to the classroom teacher. If you have concerns or problems with a student or parent discuss the matter with the classroom teacher.
- The school relies on your dependable support. Attend at scheduled times and give notice of pending absence or the inability to fulfill a commitment or assignment.
- If you are a relative of a student attending Cascade, respect your child's independence. Children may feel uncomfortable with any additional attention is given by volunteering relatives.
- Volunteers deserve to be treated with respect by students and teachers. Should any concerns arise refer the matter to the classroom teacher or administration.
- Administering discipline at school is the responsibility of the teacher or administration, not the volunteer.
- Volunteers are committed to respecting school policies and procedures, performing assigned tasks to the best of their abilities and working cooperatively with staff.
- Volunteers are expected to behave honestly and with integrity. Act with care and diligence, dress and behave appropriately.
- Volunteers should work according to their level of competency. As a volunteer, if you are confronted with a situation you are unable to contend with or is beyond your role and responsibility, refer the matter to your classroom teacher or administration.

- Volunteers are expected to observe safe work practices and report any hazards to the classroom teacher or administration.
- Volunteers are asked to avoid waste or extravagance and make proper use of resources at the school.
- Volunteers are asked to minimize physical contact with students as a way to ensure that there are never any questions about your conduct.

## **TASKS FOR VOLUNTEERS**

There are many different opportunities to help in our school. Below is a list of some volunteer tasks that may be of interest to you.

**Category 1 Volunteer** – direct contact with students, may have minimal direct supervision

- Classroom support
- Levelled reading program
- Before and after school supervision (at the road or on the playing field)
- Field trip driver
- Field trip supervisor
- Bus driver
- Hot lunch coordinator
- Picture day assistant
- Guest speaker
- Coach
- Tutor
- Electives (teaching or support)
- Missions trips parent supervisors

**Category 2 Volunteer** – indirect or limited contact with students

- Fundraiser (Scholastic book fair, Purdy's chocolate sale, etc.)
- School events (Christmas concert, awards night, open house, grandparent's day, talent night, sports day etc.)
- Community Committee
- Uniform store
- Maintenance crew
- Board member
- Marketing/Social Media

## EXPECTATIONS

### Volunteer Expectations:

- To be made to feel that the assistance given is worthwhile.
- To be treated with respect by students and staff.
- To be permitted to work in a roll within the volunteer's area of interest or expertise.
- To be given clear instructions and any necessary training for specific assignments.
- To be given a proper orientation to the school with introductions to key personnel and information regarding parking and facilities.
- To be provided support with any difficulties should they arise.

### School Expectations of Volunteers:

- To follow the policies and procedures of Cascade Christian School.
- To be reliable and dependable.
- To understand that volunteers are in the school to assist and support teachers and staff, not to replace them.
- To be receptive to orientation and appropriate training and meetings.
- To maintain the highest level of confidentiality and ethics.
- To work with those staff members that the volunteer has been assigned to; in the capacity of the volunteer position; with only the students assigned by the teacher.

## GUIDELINES AND PROCEDURES

- When volunteering during school hours, sign in at the main entrance and pick up a visitor nametag from the office. Coats and personal items can be taken with you to wherever you are going to be volunteering. If you do not have a good place to leave these items, please ask the classroom teacher or office staff for direction.
- As time permits, become familiar with the school policies and procedures. Become familiar with the school environment, classroom locations and where emergency exits are located. You can request a copy of the school calendar and a school map.
- The staff room is for staff/volunteer use only. No students should be allowed access to this space.
- It is the expectation that all staff and volunteers dress appropriately for school with consideration to the type of activities happening that day.
- Share your talents and experiences. If you have a particular skill that may be of some support to the school please make the classroom teacher or administration aware.
- It is important to know students. Try to learn the names of all the students you are helping.

- Help students tackle their work, but do not do their work for them. If a student gets off-track, help them to re-focus in a tactful manner.
- If you are going to use an office machine, please ask for help if you do not know how to operate that particular machine.
- Familiarize yourself with all emergency procedures, especially fire alarm procedures. If you are working with children outside of their regular classroom, lead them out of the building by the nearest exit if the alarm sounds. Escort children to the muster point and help them to re-join their classmates. You then need to report to the classroom teacher.
- Administering corrective discipline is the responsibility of teachers and administration.
- Please be aware of the proper process with respect to dealing with blood and other bodily fluids. The office can provide gloves and help with regards to clean up.
- Please check with the classroom teacher if there are any allergies or medical issues you may be required to know.
- If any information changes on any of your provided forms please contact the office to notify them of the changes.

## **STUDENT BEHAVIOUR AND DISCIPLINE**

Cascade Christian School has a clearly defined set of policies and procedures regarding student behaviour and discipline. The school strives to provide a supportive, caring and orderly school environment that will enable students to develop skills and knowledge that will help them reach their full potential intellectually, socially and physically. As a volunteer you are never required to administer discipline to any students – ones that you work with or do not work with. If you feel that discipline is warranted for a particular situation please speak to the classroom teacher or administration. The classroom teacher or administration will take over with any disciplinary action as may be necessary.

## **DISCLOSURE OF POSSIBLE ABUSE**

It is a legal obligation to report any suspected case of child abuse. If a child indicates to a volunteer that he/she has been the victim of abuse, or if a volunteer has strong suspicions that a student may be an abuse victim, the volunteer must inform the classroom teacher or administration immediately.

## LIABILITY COVERAGE FOR VOLUNTEERS

It is most important for volunteers to be advised that they are required to report all incidents to the administration. It is necessary for the purposes of guidance on completing the required procedures in the event of an accident, and for the incident reporting process.

### Volunteer Responsibilities

- Recognize and report any potential hazardous situations to the classroom teacher or administration.
- Use the Incident Report Form to report any personal, student or staff injury.
- Do not attempt tasks that are dangerous or are outside of the scope of your volunteer position.

### Volunteer Coverage

- Volunteers are fully covered under Cascade Christian School's insurance policy while they are executing their volunteer duties for the school.
- If there is negligence arising from a volunteer which causes injury to another person, Cascade's policy will protect the school and volunteers provided while they are acting within the scope of their duties.
- Volunteer drivers should be aware that they may have some liability in regards to their personal vehicle insurance should there be an accident involving students.