





17. Complaints about volunteers will be handled by the school Principal or designate responsible for volunteers.
18. A volunteer's services may be terminated at the discretion of the Principal.
19. Volunteers need to be appreciated. It is the responsibility of the school to recognize and celebrate their efforts.

The Interlake School Division strives to make the screening process as simple as possible. A package of required forms is available through all school offices.

1. [redacted] - available through the school/division office - to be submitted to the Provincial Child Abuse Registry via the school/division office.
2. [redacted] - individuals wishing to volunteer are to visit local their RCMP/Winnipeg Police Service detachment to complete - schools are to provide a letter identifying the individual as a volunteer so that any fees will be waived.
3. Presence on the Child Abuse Registry will exclude an applicant from placement as a volunteer.
4. The disclosure of a criminal record may not necessarily preclude an applicant from consideration for placement as a volunteer. A disclosure of a sexual offense will exclude an applicant from placement as a volunteer.
5. All results will be kept confidential. Schools will be advised of results.
6. Checks will be valid for as long as the volunteer remains at the school that initiated the process. Upon engagement with a different school, volunteers must begin the screening process again.
7. Schools must maintain a list of volunteers who have completed the necessary checks.



4. If a Volunteer has a problem with a student, they should redirect the matter to the student's teacher and/or speak with school administration.
5. If a Volunteer has a problem with a teacher, they should discuss the matter first with that teacher, and if necessary, speak with school administration.
6. After an initial orientation, a Volunteer should direct their questions or concerns to the staff member with whom they work. If more information is required, then the Volunteer should consult with the school administration.
7. A Volunteer cannot use their presence in the school as an opportunity to dialogue with teachers concerning their own child's situation. VoluX n chil A uation. –

Please do not discuss the progress of the children, with whom you are working, with their parents. All reporting to parents is the responsibility of the teachers and must not be undertaken by volunteers. As a student's helper, you should not become involved with their parents. It is the responsibility of the school to tell parents when a student is receiving extra support. If a parent does contact you, simply refer the parents to the child's teacher(s).

If at any time while you are volunteering in the school, you should become aware of inappropriate comments or behavior, you are required to intervene. Intervention may mean speaking to the individual(s) or discussing the incident with the classroom teacher or school Principal. We ask that as volunteers you model respect and consideration for everyone in the school building.

If a child should disclose information to you regarding any form of abuse, you are required by law to report this information to the authorities. The steps to follow are:

- reassure the child; tell the child you will have to tell someone about this
- inform the Principal about the disclosure and they will assist you in handling the situation.

Make certain that you are as familiar as possible with the school's layout, facilities and programs and that you observe the rules and routines of the school. Volunteers always work under the supervision of teachers. Disciplining students is not the role of the volunteer. If a student's behavior is inappropriate and a request to change does not bring about the desired result, please seek the assistance of a teacher. Volunteers must not touch or intervene in any physical manner to stop inappropriate behavior. Limited physical intervention would be permitted to prevent an assault or to separate the participants in an altercation.