



Lord Selkirk School Division

LOCKPORT SCHOOL

129 Lockport Road • Lockport MB, R1A 3H6 • Phone: 757-9881 • Fax: 757-2624

Thank you for your interest in volunteering at Lockport School. The Lord Selkirk School Division requires all volunteers working in schools or school-sponsored activities to complete a Child Abuse Registry Check, Criminal Records Check, Pledge of Confidentiality, Respect in School, and Volunteer Handbook

Once you have completed all check boxes, please hand in your volunteer paperwork to the school office for processing.

- VOLUNTEER HANDBOOK AND CONFIRMATION** – All volunteers must **read the volunteer handbook** and will be supplied with a volunteer orientation form to sign acknowledging they have read the handbook
 - CHILD ABUSE REGISTRY CHECK**- complete Part 1 and Section B of Part 2 only. Two pieces of valid government ID must accompany the Child Abuse Registry Check paperwork.
 - CRIMINAL RECORDS CHECK**- complete Criminal Record Check request and deliver to Selkirk RCMP office. You will need to retrieve the completed paperwork from the RCMP and return it to the school office.
 - PLEDGE OF CONFIDENTIALITY** - complete and sign.
 - RESPECT IN SCHOOL** - complete and sign.
 - RESPECT IN SPORT (only if coaching any *team* at Lockport School)** - complete and sign.
-
- VOLUNTEER TO SUBMIT COMPLETED VOLUNTEER PACKAGE** to the school office. This should include completed; Child Abuse Registry, Criminal Records Check, Pledge of Confidentiality, Respect in School, Respect in Sports, and acknowledgement the Volunteer Handbook has been read.

LOCKPORT SCHOOL

VOLUNTEER HANDBOOK

SCHOOL MISSION STATEMENT

To provide a safe environment where students grow in self-discipline, knowledge, responsibility, and have fun learning to their full potential.

Welcome to Lockport School!
We hope that you enjoy your stay with us as a Volunteer.
If you have any questions, don't hesitate to ask any member of our friendly staff.

Principal: H. Freiter

Vice-Principal: D. Marshall

Volunteer Requirements

- Child Abuse Registry Check
- Criminal Records Check
- Pledge of Confidentiality
- Respect in School
- Respect in Sport (only if coaching any *team* at Lockport School)
- Volunteer Handbook Read and Acknowledgement Signed

Child Abuse Registry

All volunteers working in our school or on school-sponsored activities will be required to complete a Child Abuse Registry Check form. The form is available from the school office. Once the form is completed, it is to be returned to the school and the school will verify the information and ensure the form is complete. This form will then be submitted to the Board Office and then sent to the Provincial Child Abuse Registry. The response from the Registry is returned to Lord Selkirk School Division, and completed responses kept in the divisional office. Please note that the presence on the Child Abuse Registry will exclude an applicant from placement as a volunteer.

Criminal Records Check

All volunteers who coach a school team, drive students in their own vehicle, work one-on-one with students, or accompany students on an overnight trip will be required to complete a Criminal Records Check form. Applicants must complete forms at the local RCMP office. The RCMP will provide an approximate date to the individual to pick up the Criminal Records Check. The form is then returned to the school by the volunteer. The school will then forward them to the Board Office to be entered in the database. Criminal Records Checks will need to be re-done when students change schools. The disclosure of a criminal record may not necessarily preclude an applicant from consideration for placement as a volunteer, but disclosure of a sexual offence will exclude an applicant from placement as a volunteer. **There is no charge for this service with a supporting letter from the school.**

Pledge of Confidentiality

All volunteers will be required to sign the Pledge of Confidentiality form. Confidentiality is of the utmost importance. Please do not discuss student performance, teachers, school policies, or your own reactions to the school situations with anyone other than staff with whom you are working. If parents, family, or friends ask you about your work tell them you enjoy your work and share information about the activities you perform rather than the specific information about students, teachers, or the school. Please do not discuss the progress of the children with whom you are working. All reporting to parents is the responsibility of the teachers and must not be undertaken by volunteers. As a student's tutor, you should not become involved with his/her parents. It is the responsibility of the school to tell parents when a student is receiving tutorial aid. If a parent does contact you, simply refer the parents to the child's teacher.

Respect In School

As a school leader, I set the tone for the type of environment I want to lead. One of the simplest and best ways to get to know and develop trust amongst the youth in my care is to check in with them regularly.

Respect in Sport

Always remember it's a game, keep it fun. Kids mature differently. Am I recognizing their physical literacy in the activities I lead? Be the leader whose name they will never forget and leave a positive impact on their life!

Volunteer Confirmation Form

This form is to be signed acknowledging that the volunteer handbook has been read.

Daily Schedule

The school day begins at 9:00 a.m. and ends at 3:25 p.m.

The noon hour is from 11:50 a.m. to 12:45 p.m.

8:55	Warning Tone – 5 minutes to TAG classroom
9:00	TAG – Bulletin, Announcements, O'Canada
9:10	Morning Classes Begin
11:50	Beginning of noon hour and lunch period
12:00	Students who are finished lunch may leave rooms Noon Hour Activities Begin
12:40	Noon Hour Activities End. Warning Tone.
12:45	Afternoon Classes Begin
3:25	Classes End
3:30	First Bus Leaves

Sign In/Out Procedures

All volunteers are asked to report to the office upon arrival and prior to leaving.

Disclosure

If a child should disclose to you information 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 and tell them you will have to tell the teacher or principal about this.
- Inform the principal about the disclosure and he/she will assist you in handling the situation.
- This information is to remain confidential and not discussed with anyone.

Inappropriate Behaviour/Discipline Procedures

Volunteers always work under the supervision of teachers. **Disciplining students is not the role of the volunteer.** If at any time while you are volunteering in the school or school activity/trip and you hear offensive comments or observe inappropriate behaviour; you are required by Division policy to intervene. Intervention includes discussing the incident with the classroom teacher or administrator of the school immediately. Volunteers must not touch or intervene in any physical manner to stop inappropriate behaviour. Physical intervention would be permitted to prevent an assault or to separate the participants in an altercation.

Bill 28, as set out by Manitoba Education and relates to Safe Schools Act, indicates that when a person becomes aware that a pupil may have engaged in unacceptable conduct at school or at a prescribed school-approved activity, they must report the matter to the supervising teacher and/or school principal as soon as reasonably possible. Unacceptable conduct is defined as abusing another pupil (physically, sexually, psychologically, verbally, in writing or otherwise), or repeated or deliberate bullying of another pupil that is of a serious nature.

We ask that as volunteers you model respect and consideration for everyone in the building or school activity.

Smoking, Vaping, and Use of Tobacco Policy

Smoking, vaping, and use of tobacco products is not allowed on Division property including grounds. This policy also applies to all volunteers who are participating in school activities such as field trips, sports days or Division sponsored activities.

Workplace Violence Policy

Everyone is responsible for creating a safe working environment that is free from violence. All volunteers shall be responsible for working together and bringing all issues to the attention of the Principal.

IN AN EMERGENCY



LOCKDOWN

- Move out of sight
- Be quiet and keep still
- Don't open the door even if the fire alarm sounds



HOLD AND SECURE

- Stay inside
- Outside doors are locked – no entry or exit
- Learning continues



EVACUATE

- Leave your belongings behind
- Exit the building
- Follow instructions



SHELTER IN PLACE

- Stay inside
- Follow instructions



TORNADO

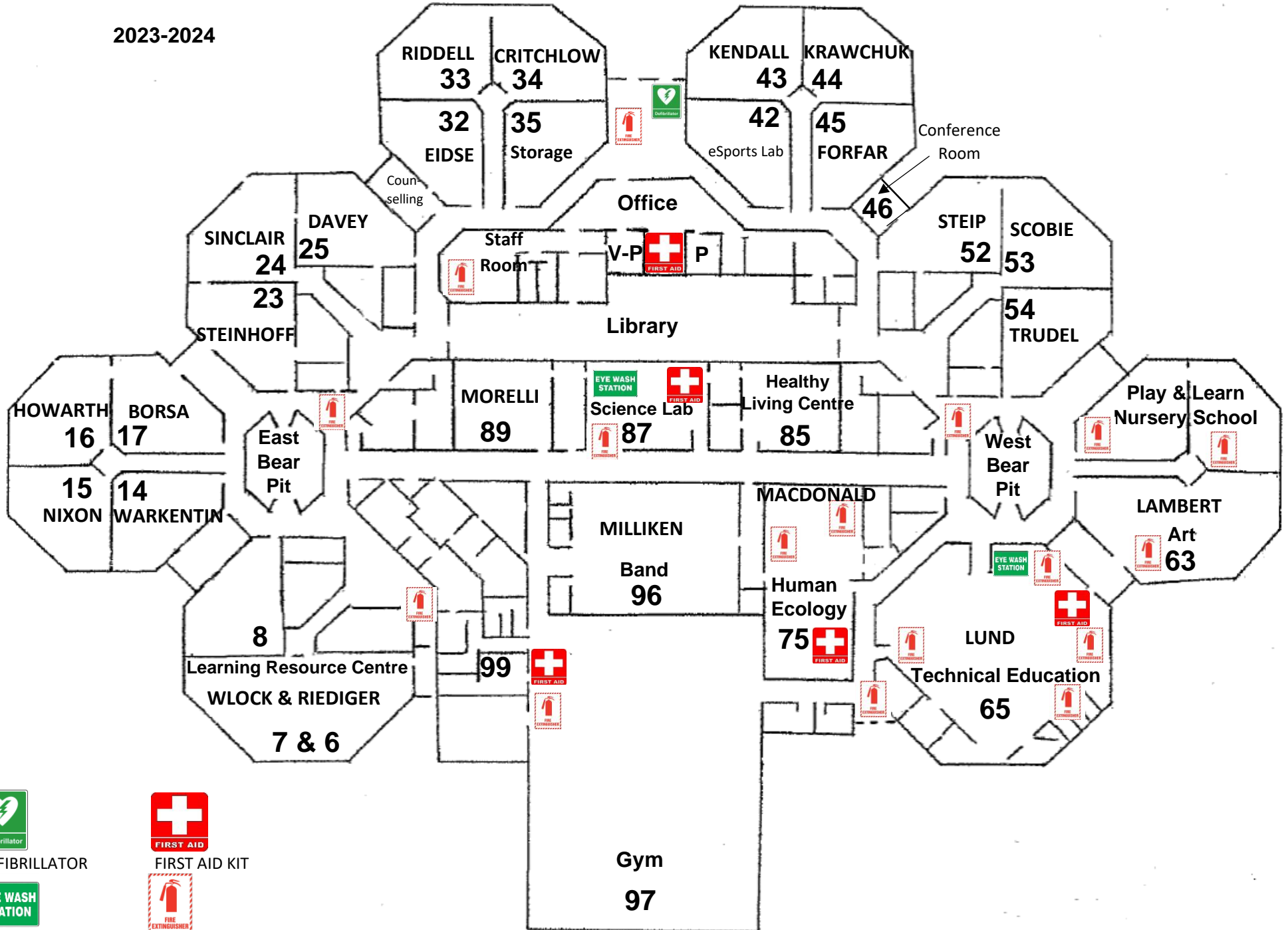
- Stay inside
- Gather in designated safe area

LOCKPORT SCHOOL

2023-2024

MUSTER POINT

MUSTER POINT



DEFIBRILLATOR



FIRST AID KIT



EYE WASH STATION



FIRE EXTINGUISHER

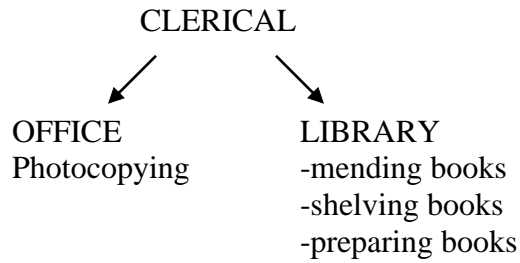
Tips for Volunteering

- Communication is important, please ask questions. If you are happy, unhappy or having difficulties with the assignment, please tell us
- Personal belongings should be kept with you or check with the teacher for a safe place
- You may use the staff washrooms and coat room
- Parking is available in the visitor parking spots
- Be aware and ask about our school procedures regarding life threatening allergies
- Avoid wearing strong smelling fragrances as we have students and staff who have sensitivities to chemicals and perfumes
- Cell phones should be turned off and not used during volunteer time
- Be warm and friendly, showing an interest in what the students are doing.
- When working with students, encourage them to do their own thinking, giving them plenty of time to answer
- Maintain a sense of humour
- If your child is attending our school, do not use recess or break times to conference with teachers about your child
- Our children and teachers are looking forward to your coming. If you know you will be away, please inform in advance
- A volunteer offers praise and encouragement, trying to build caring and supportive rapport
- Volunteers are many things; an extra pair of hands, an “extra measure” of personal warmth, a valuable special resource for classroom enrichment, a bridge between the instructional program and the community. We cannot buy what volunteers give to our school!

Coaches or Overnight Volunteers

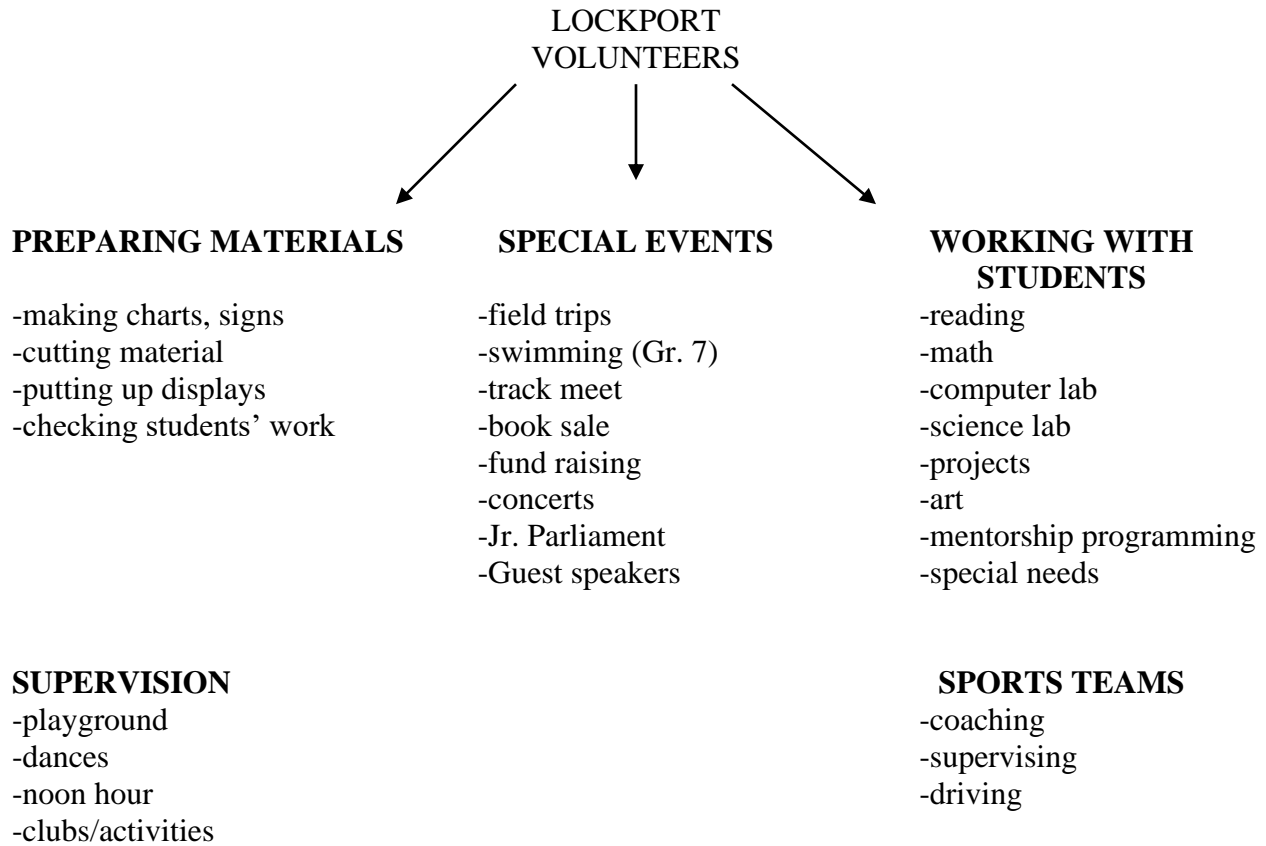
Coaches and overnight volunteers must be supervised by a teacher-liaison for all school-sponsored activities. As a volunteer in this capacity, you are acting in the best interest of all the children, as a parent would. The teaching staff is to deal with behaviour or discipline issues. It is your responsibility to report to the teacher any unacceptable verbal or physical behaviours or bullying behaviour. All overnight volunteers will be provided a comprehensive orientation by the sponsor teacher(s) prior to the activity/trip and sign a confirmation form after receiving orientation.

TYPE OF JOBS FOR VOLUNTEERS



COMMITTEES

- Parent Advisory Council
- Band Parents



January 10, 2024

To: Superintendents of School Divisions
Principals of Funded Independent Schools
Directors of First Nations Education Authorities
Student Services Administrators
Manitoba School for the Deaf

Dear Colleagues:

RE: Mandatory Reporting of Child Protection and Child Abuse Protocol

Please share this information with all employees and volunteers within the school setting.

In Manitoba, it is the legal responsibility and duty of anyone who reasonably believes that a child is, or might be, in need of protection or suffering from child abuse, to report the information to a Child and Family Services agency.

This letter serves as a reminder of the Mandatory Reporting of Child Protection and Child Abuse Protocol for Manitoba Service Providers. Everyone working in a Manitoba school is considered a service provider and is obligated to follow the Protocol.

School division staff spend significant time with children and may observe concerning behaviours and/or receive disclosures of child protection and/or child abuse through the course of their work. If a staff person receives information through the course of their work, regardless of the nature of their role, which leads them to believe that a child is, or might be, in need of protection, they are obligated to make a report to Child and Family Services. There are several important notes to consider on this matter:

- The legal requirement to report supersedes all internal organizational policies and procedures.
- The duty to report applies even when information is obtained during a professional or confidential relationship.
- It is not necessary to know for sure if a child needs protection prior to reporting.
- The duty to report applies to allegations of past abuse, even if the staff person believes that the child is no longer in danger.
- A staff person does not require the permission of a superior prior to making a report.

The Mandatory Reporting of Child Protection and Child Abuse Protocol for Manitoba Service Providers includes the duty to report on allegations or suspicions of child abuse involving other professionals, including educators. If an abuse disclosure is made against a staff member/colleague, the same obligation to report applies. While a report of child abuse can result in an initial negative experience for the parties involved, reporting is both compulsory and necessary, as a child's life may be at risk.

Expectations for Service Providers in their obligation to report concerns of child protection and child abuse is higher than the public, as they are in a position of trust and authority in their communities. As per the Child and Family Services Act, when a person fails to report a child in need of protection, the person is considered to have committed an offence punishable on summary conviction, which can result in a maximum fine of \$50,000 and/or imprisonment of a term of up to 24-months. Additionally, the Director of Child and Family Services may make a report to the professional licensing/governing body, and additional penalties may be implemented as per the licensing/governing body's internal policies.

For detailed information on the Mandatory Reporting of Child Protection and Child Abuse Protocol for Manitoba Service Providers, please consult the handbook found at: www.gov.mb.ca/fs/childfam/Pubs/handbook_child_protection_and_child_abuse.pdf.

For more information on the duty to report and/or options for staff training, please contact The Child Protection Branch at Provincial.Investigations@gov.mb.ca.

Sincerely,



Brian O'Leary
Deputy Minister
Education and
Early Childhood Learning



for: Michelle Dubik
Deputy Minister
Families

- c. Board Chairs, School Divisions
Child Protection Branch, Department of Families
International and Independent School Unit, Education and Early Childhood Learning



Confidentiality Agreement - Volunteer

Purpose

Volunteers of LSSD are required to keep all confidential information and relevant knowledge regarding our students, our staff and our facilities confidential both during and after their time volunteering. These practices have been adopted as they have been deemed essential to the protection of LSSD, and the well-being and privacy of our students and staff.

Confidentiality Agreement

Confidential information is anything that directly pertains to the operations, students and staff of LSSD.

Any information relating to the LSSD that is freely in the public domain may not be considered "Confidential". In the event that it can be proven that information was possessed before it was received from LSSD, or that information was gained from an unrelated third party, said information will not be classified as "Confidential".

Nondisclosure:

In volunteering for LSSD, I shall not divulge, disclose, provide or disseminate confidential information to any third party not employed by LSSD at any time, unless LSSD or the employee gives written authorization. Furthermore, confidential information shall not be used for any purpose other than its reasonable use in the normal performance of volunteer duties for LSSD.

I further acknowledge that I have been provided an orientation.

Legal:

This agreement will not supersede any legal obligation to disseminate information when required to do so in a court of law.

Acknowledgment and Agreement of Confidentiality Agreement

I, _____, acknowledge that I have read and understand the Confidentiality Agreement of Lord Selkirk School Division. I agree to adhere to this agreement in its entirety. I understand that if I violate the rules set forth in the Agreement, I may face legal, punitive, or corrective action.

Name: _____

Signature: _____

Date: _____

Witness: _____



Volunteer Confirmation Form

I, _____ confirm that I have read Lockport School's
Volunteer Handbook.

Volunteer Signature

Date

Principal Signature

Date