



# Edmunds Elementary School VOLUNTEER TRAINING

Volunteers at EES

Confidentiality

Blood Bourne Pathogens

Emergency alerts

PBiS

Dr. Michelle (Shelley) Mathias,  
Principal

## VOLUNTEERS ....

- Your efforts are like a pebble thrown into a pond. You will never know how many people are ultimately impacted by your work!
- Children have a high degree of trust and a sense of right and wrong, of justice, and of fairness.
- Children trust adults implicitly. If you said you are going to do something, they believe you will do it. What you say is a promise in their eyes.
- Consistency is an imperative for both the children and the teachers.
- If you are unsure of exactly what you should do, start off small. You can always add more time!



# VOLUNTEERS AT EES

- Volunteers at Edmunds should consider themselves under the same guidelines as all employees.
- Volunteer activities must be arranged in advance with EES personnel who have agreed to oversee the volunteer. Acceptance of volunteer efforts within a classroom is at the discretion of the classroom teacher.
- Volunteers should sign in at the reception desk prior to proceeding to the location of their activities.
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- Student privacy is protected by law. Volunteers must read and sign the confidentiality agreement prior to volunteering at EES to insure their understanding of the need for confidentiality.
- Volunteers shall not work alone with students unless they have undergone the same level of criminal background check and sex abuse registry check required of all EES personnel which requires fingerprinting.
- Volunteers working at EES receive direction for their work from EES personnel; most immediately, the individual with who volunteer arrangements have been made and in their absence, in consultation with another EES employee.
- Volunteers shall not use their position as a means to promote a particular political or religious position to students.



- The social norms of a work place apply at EES and as such, volunteers are expected to model appropriate language, behavior and attire.
- Minors who are or have been EES students, or who are enrolled in a middle school or high school and are capable of volunteering their services to EES may volunteer according to the stipulations of the Volunteer procedures.
- Volunteers who witness behavior that is physically or emotionally injurious to a member of the EES community should report that behavior to the classroom teacher or school personnel.
- Volunteers who have concerns should report their concerns to the school personnel overseeing their activity or the principal.



# CONFIDENTIALITY

- All students and families are protected by the Family Educational Rights and Privacy Act of 1974
- Information concerning students is dispensed on a “need to know basis”
  - Example –  
As a chaperone for a picnic, you would be informed if a student had a peanut allergy to insure that students around that child do not have peanut products in their lunches – “Need to know”



# SUSPEND JUDGMENT

- Students histories - health, social and emotional are often complex.
- There are times when adults jump to conclusions about students and their families that are inaccurate and unfortunate.
- We respectfully ask that you suspend all judgment and meet our children as and where they are, with kindness and respect.



# SHARING YOUR EXPERIENCE AS A VOLUNTEER/CHAPERONE?

- Confidentiality means that you cannot share any information that would identify students
  - THIS INCLUDES THE GOOD STORIES
- See something that you would like to share?
  - Do it in general terms – no names. No description of children.
    - Kindergarten student helped a classmate who had fallen, and distracted the other student from their pain.
- Press releases concerning school activities need to be processed through the school to insure that student confidentiality is maintained.



# PICTURES

- Do not put pictures of students on any Internet sites, social media sites or in emails (other than your own)
- While you may take pictures of your children, we ask that you ask for permission to include other children in the picture.
- When in doubt, ask the classroom teacher!



# BLOOD BOURNE PATHOGENS

- Do not touch blood or other bodily fluids
- Teachers have ready access to protective gloves – get teacher's help
- If you have been exposed to blood, especially on an area that is open (mouth, eyes, nose or cut or scrape) flush as soon as possible (preferably immediately) with soap and water and inform the teacher and school nurse.



# EMERGENCY ALERTS

- Clear the halls
- Secure the School (Lockdown)
- Evacuate the building
- Shelter in Place



# CLEAR THE HALLS

- This drill is meant to protect the privacy/confidentiality of a student or staff member
  - Example:
    - Student having difficulty
    - Injured individual being cared for by EMT
- Short in duration – rarely more than 10 minutes
- All individuals are asked to remain in their classroom and carry on with normal activities and suspend movement in hallways until clearance is provided



## SECURE THE SCHOOL –LOCKDOWN

- Used when there is an intruder in the building
- All individuals need to go immediately to a classroom or office where doors are closed and locked.
- Shades must be drawn, lights off, and students and faculty must be away from view and silent
- Volunteer's role is to support the faculty and staff in maintaining calm among students and in keeping door locked should there be a knock after the door is closed.
  - THIS IS FOR THE PROTECTION OF ALL STUDENTS
- Doors shall not be opened until personally authorized by the building principal



# EVACUATE THE BUILDING

- Fire drill or other emergency where the school becomes unsafe to occupy
- Students and faculty to immediately leave building by the route that is posted in the classroom.
- All will gather in the faculty parking area.
- If the evacuation requires that we move to an alternate site, instructions will be given over the Intercom or by the bull horn when we are outside. The principal or designee will issue instructions.
- Volunteer's role is to help maintain order and keep children calm.
- Relocation will be to the Congregational Church at the end of Main St.



# SHELTER IN PLACE

- Highly unlikely, but should there be a situation where it is hazardous to send students home, the school would have to house them until such time as it is safe to send them home.
- The school is a Red Cross Shelter for the area.
- The role of the volunteer is to help the teachers keep students calm.



# PBIS

- When you see a student or students doing something that you are not comfortable with, trust your judgment and intervene.
- Students know the language of our EES expectations
  - Be Responsible
  - Be Safe
  - Be Respectful



# INTERVENING

- Use a calm, respectful tone
  - Use the EdmundsPBiS expectations
    - Pick one of the three expectations that makes the most sense and ask the student a question about their behavior
- Example:
- Was that safe?
  - Are you being responsible?
  - Is that respectful?

Student will know whether their behavior met the expectations



# INTERVENTION

- Ask student to tell or show you how they can meet the expectation
  - Example –
    - How can you be responsible with your coat?
    - What is a safe way to go up the stairs?
- Ask the student to show you
  - Being safe
  - Being responsible
  - Being respectful



# INFORMING THE TEACHER

- Use your judgment!
  - If the behavior is serious, inform the teacher
  - If the behavior was minor and compliance was immediate, that should be sufficient.
  - If behavior continues or if student repeatedly misbehaves after being redirected, inform the teacher
- It is not the role of volunteers to discipline students – that is the role of the teacher



# VOLUNTEERS ON THE SAME PAGE!

- At times, another volunteer may correct your own child and your Momma or Papa Bear may be tempted to come out
- There will be better cooperation from all students if they know that the adults are all “on the same page”
- Let us all agree to trust the judgment of all adults, regardless of which child is being corrected.
- Let your child see you support the adult who corrected them.



# THANK YOU!

- We appreciate your willingness to be a volunteer

