



RIVER VALLEY SCHOOL

RVS Volunteer Information Package

Revised March 2018

River Valley School
Elementary Campus
3127 Bowwood Dr N.W.
Calgary, Alberta T3B 2E7
403-246-2275

River Valley School
Early Learning Campus
6305 – 33 Ave N.W.
Calgary, Alberta T3B 1K8
403-247-7771

Email: info@rivervalleyschool.ca
Website: www.rivervalleyschool.ca

This page left intentionally blank.

RVS Volunteer Information Package

- 1. All volunteers, with the exception of visitors and one-time volunteers who remain at school with another adult at all times, must complete a volunteer application package which includes the following:**
 - a. Volunteer Code of Conduct
 - b. Volunteer Release Form
 - c. Information re: Valid and current police check from either Calgary Police Service or RCMP

- 2. Police checks are valid for 3 years. Code of Conduct and Release Forms do not expire.**

- 3. All Volunteers Must:**
 - a. Sign in and out every time they are in the school at either campus.
 - b. Wear identification badges for the duration of the visit.

Police Checks for Volunteering

Thank you for your interest in volunteering at River Valley School! We appreciate and enjoy having family and friends helping out at the school.

In the interest of student safety and security, **River Valley School requires all volunteers to have a valid and current police clearance.** Clearances are valid if dated within the previous 6 (six) months and are valid for 3 (three) years.

If you require a volunteer letter validating your volunteer role, please contact Janice Price at the Early Learning Campus jprice@rivervalleyschool.ca or call 403-247-7771.

The Calgary Police Service is now offering an **online police information check.** To use the online registration, go to <https://policeinformationcheck.calgarypolice.ca> (includes an instructional video and manual). Anyone wishing to use this service may still request a volunteer letter from RVS to reduce your cost.

OR

Police information checks may be done in **person** at one of the CPS district offices or RCMP detachments listed on their websites. You will be required to bring the volunteer letter and 2 pieces of valid government ID (one must have a picture).

The police clearance fee is \$15 with a letter from the school and \$30 without.

If you applied in person your police clearance will be mailed directly to your home. Please bring it to either Janice Price at the Early Learning Campus or Lori Lindgren at the Elementary Campus. River Valley School will make a photocopy of your police clearance and then add you to our volunteer files. The police clearances are kept in confidence and reviewed annually.

If you are uncertain if you have a valid police clearance on file, need a volunteer letter, a list of CPS district offices or for any other questions or concerns: please contact Janice Price at jprice@rivervalleyschool.ca or 403-271-7771.

Calgary Police Service Offices

Westwinds (HO)

5111 – 47th Street N.E.

Monday to Friday 7:00 a.m. – 6:00 p.m.

Closed weekends & stat holidays

Phone: 403-428-2200

District 1 – Ramsay

1010 - 26 Ave. S.E.

Monday to Sunday 8:00 a.m. – 8:00 p.m.

Closed stat holidays

Phone: 403-428-6100

District 2 – Rosscarrock

4506 - 17 Ave S.W.

Monday to Sunday 8:00 a.m. – 8:00 p.m.

Closed stat holidays

Phone: 403-428-6200

District 3 – North Haven

4303 - 14 St N.W.

Monday to Sunday 8:00 a.m. - 8:00 p.m.

Closed stat holidays

Phone: 403-428-6300

District 4 - Franklin

3207 - 12 Ave N.E.

Monday to Sunday 8:00 a.m. – 8:00 p.m.

Closed stat holidays

Phone: 403-428-6400

District 5 – Saddle Ridge

800 Saddletowne Circle N.E

Monday to Sunday 8:00 a.m. – 8:00 p.m.

Closed stat holidays

Phone: 403-428-6500

District 6 - Fairview

8325 Bonaventure Drive S.E.

Monday to Sunday 8:00 a.m. – 8:00 p.m.

Closed stat holidays

Phone: 403-428-6600

District 8 – Country Hills

11955 Country Village Link N.E.

Monday to Sunday 8:00 a.m. – 8:00 p.m.

Closed stat holidays

Phone: 403-428-6700

District 8 – Midnapore

450 Midpark Way S.E.

Monday to Sunday 8:00 a.m. – 8:00 p.m.

Closed stat holidays

Phone: 403-428-6800

CPS Traffic Section

6528 – 11th Street N.E.

Monday to Friday 8:00 a.m. – 4:00 p.m.

Closed Weekends & stat holidays

Phone: 403-428-4000

River Valley School Volunteer Code of Conduct

Thank you for your cooperation in respecting the following important guidelines.

A. As a Volunteer, Your Role and Responsibilities in River Valley School are Unique

- 1) **UNDERSTAND** that your role is a supportive one. The teacher and Head of School are completely in charge. If the teacher leaves the room, the teacher in the next room assumes responsibility.
- 2) **MAINTAIN STUDENT CONFIDENTIALITY AT ALL TIMES.** Do not discuss any student with anyone except teachers or school administration.
- 3) **USE** good judgment and avoid any compromising situations. Never be left alone with one student out of view of other people. Always keep the door open.
- 4) **FOLLOW** volunteer guidelines and practices. Physical discipline is absolutely prohibited. Ask the teacher or school administration for assistance when needed.
- 5) **IMMEDIATELY REPORT** to staff, any physically abusive or inappropriate behaviour towards students.

B. Volunteers Take Pride in Being Professional

- 1) **MAINTAIN** a constructive attitude. Keep comments about the school, its personnel or the students to other volunteers or individuals outside the school positive at all times.
- 2) **BE PROMPT** and consistent in your attendance. Teachers and students depend on volunteers.
- 3) **NOTIFY** the school as soon as possible should you be running late or if you will be absent.
- 4) **SIGN IN AND OUT** every day at the reception desk.
- 5) **ESTABLISH** and maintain good communication with your classroom teacher.
- 6) **NEVER** be under the influence of drugs or alcohol. Smoking is not permitted on school grounds.
- 7) **DO NOT** lend or solicit money for other organizations while on school grounds.
- 8) **DO NOT** use the internet or school resources inappropriately.

C. Health and Safety Are Always Important

- 1) **ALERT** school staff immediately if any student has an accident while working with you.
- 2) **REFER** any student in need of First Aid or any type of medication to the teacher or a staff member.
- 3) **FOLLOW** all school rules and **LEARN** fire drill and lockdown drill procedures.
- 4) **NOTIFY** school administration of any accident you have while on school grounds. It may be necessary to submit a written incident report.
- 5) **ALERT** the teacher before volunteering in school if you have, or have recently been exposed to, a communicable disease.

****Relationships developed with children at school need to remain at school. ****

****Volunteers should never be left alone with a child.****

Volunteer's Initials _____

River Valley School Volunteer Waiver and Release Form

I, _____ (the Volunteer) desire to volunteer at River Valley School (RVS) and engage in the activities related to the students and school.

I hereby voluntarily, execute this Volunteer Waiver under the following terms:

I, the Volunteer, release and hold harmless RVS and its successors and assigns from any and all liability, claims, and demands of whatever kind or nature, either in law or in equity, which arise or may hereafter arise from my volunteer time with RVS.

I understand that this Waiver discharges RVS from any liability or claim that I, the Volunteer, may have against RVS with respect to bodily injury, personal injury, illness, death, or property damage that may result from my participation at RVS. I also fully understand that RVS does not assume any responsibility for or obligation to provide financial assistance or other assistance, including but not limited to medical, health or disability insurance, in the event of injury, illness, death or property damage.

I, the Volunteer, understand that I expressly waive any such claim for compensation or liability on the part of RVS beyond what may be offered freely by the representative of RVS in the event of such injury or medical expense.

I hereby release RVS from any claim whatsoever which arises or may arise in the future on account of any first aid treatment or other medical services that are conducted in connection with an emergency during my time with RVS.

I understand that my time at RVS may include various activities that may be hazardous to me and I hereby expressly and specifically assume the risk of injury or harm in these activities and release RVS from all liability for injury, illness, death, or property damage resulting from the activities of my time with RVS.

I grant unto RVS all rights, title, and interest in any and all photographic images and video or audio recordings that are made by RVS during my volunteer time with RVS, including, but not limited to, any royalties, proceeds, or other benefits that are derived from such photographs or recordings.

I expressly agree that this Waiver is intended to be as broad and inclusive as permitted by the laws of the Province of Alberta in Canada, and that this Waiver shall be governed by and interpreted in accordance with the laws of the Province of Alberta. I agree that in the event that any clause or provision of this Waiver shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Release, which shall continue to enforceable.

Volunteer's Signature

Date

Print Volunteer's Name