Miramichi Valley High School

345 McKenna Avenue

Miramichi, NB E1V 3S9

Tel: (506) 627-4083 Fax: (506) 622-2977

**MVHS Volunteer Policy**

Miramichi Valley High School recognizes the need for volunteers and welcomes the participation of volunteers and values their dedication. Volunteers provide an opportunity for community members to participate in the life of a school.

We value the important contribution of our volunteers; however, screening procedures are important for the protection of students and volunteers. Therefore, the following procedures must be followed before any community member outside of the school works with students in any capacity.

**Procedure**

* Please read the Volunteer Information Brochure (Appendix A).
* ASD-N Volunteer Screening Declaration (Appendix B). Please complete and submit to Mr. Scott Jamieson.
* Policy 701. Please go to the following website http:701.nbed.nb.ca. Read the information and complete the validation questionnaire. Please print and sign a copy and submit it to Mr. Scott Jamieson. If you have any questions concerning answers to the questionnaire, please refer to the teacher supervisor responsible for the team, club or activity.
* Policy Statement 701 (Appendix C). Please complete and submit to Mr. Scott Jamieson.
* If you are interested in driving the Pulamoo bus, please inquire to Mr. James Watters (james.watters@nbed.nb.ca).
* If you are interested in coaching, you must take the Online NBIAA Coaching Certification Course. Please contact Mr. Watters for more information on the course and coaching at MVHS.
* Volunteers are responsible for maintaining the confidentiality of all privileged information to which they are exposed while performing their duties.
* Volunteers will have a teacher associated with a particular sport, club or activity. This supervisor is responsible for the work of the volunteer, and shall be available for consultation and assistance regarding their roles and responsibilities.
* Enjoy your volunteer experience.
* Volunteers may be asked to discontinue their duties if they fail to meet their commitment, if they prove to be counterproductive, if their services are no longer required, or if their behavior is not exemplary for students to emulate.

We do appreciate you donating your time to our school and also for going through the above process. If you are a volunteer at another school, please let us know, and we will get the required paperwork. If you have any questions, please contact me at 627-4083.

Respectfully yours,

Scott Jamieson, Vice-Principal of MVHS (scott.jamieson@nbed.nb.ca).

IMPORTANT

***Hand In to Mr. Scott Jamieson Checklist (3 items must be handed in and signed)***

\_\_\_\_ ASD-N Volunteer Screening Declaration (Appendix B).

\_\_\_\_ Policy Statement 701 (Appendix C).

\_\_\_\_ Printed and signed copy (from website) of Policy 701 Validation Questionnaire

Appendix B

**Anglophone North School District Volunteer Screening Declaration**

 (Confidential- School Use Only)





Appendix C



Waiver Form for Volunteers in Anglophone North School District

**POLICY STATEMENT 701**

This is to acknowledge receipt of a copy of the Child Abuse Protocols and Policy 701 (Pupil Protection). I understand I am required to complete required training on this policy and forward results to Scott Jamieson for review.

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Signature

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Print Name

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Address Postal Code

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Date

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