



Powell Butte Community Charter School

**VOLUNTEER TRAINING
2022-2023**

Overview! This training will cover the following topics:

- Safety / Health Procedures
- Emergency Procedures
- Confidentiality
- Appropriate Behavior



PBCCS Goals for Safety

- Student safety is the number one priority in planning all activities and field experiences.
- PBCCS staff works diligently to manage risk appropriately. Volunteers are an integral part of the risk management plan.
- It is extremely important that parents follow all designated traffic patterns and respect bus lanes/movement at all times.

PBCCS Health Procedures / Safety

Visitors and volunteers pleasantly agree to do the following when at school:

- Help students with hand washing / sanitizing procedures
- Support teachers/staff in classroom sanitization efforts such as desks, supplies, etc.
- Support student choice to wear or not wear a face mask

Emergency Procedures

If the situation is **LIFE THREATENING**:

- Remove everyone from danger
- Provide urgent first aid
- Call 911
- Contact PBCCS staff member

Teamwork Improves



Emergency Procedures

If the situation is NOT life threatening:

- Provide urgent first aid as you feel comfortable
- Contact PBCCS staff member

Emergency Procedures: Administering First Aid

- School staff are trained in first aid.
- School staff are required to administer first aid for all children unless a parent specifically requests the staff to relinquish the giving of aid.
- If a child of a parent volunteer is hurt or injured, the parent has the right to become the primary first aid giver.



Emergency Procedures: Reporting Injuries and Accidents

- Injuries and accidents that occur at school must be reported to a staff member immediately.
- Field trips and school functions are under the same liability for safety and required reporting.
- School staff must document injuries and accidents promptly.



Confidentiality

- PBCCS expects all its volunteers to keep confidential information *confidential*. This includes information learned about students, families and staff.
- Confidential information is **ONLY** shared with volunteers in order to best serve the needs of a student. When such information is shared, it will be shared with as few people as possible.

Confidentiality:

These scenarios are examples of private student information that is only to be shared with the teacher. Discussing such situations with anyone outside of the school setting would be highly inappropriate and result in a loss of volunteer privilege.

Example 1

- A student attending an overnight field trip is a bed wetter.

Example 2

- While working in your child's classroom, you observe a student is working on a modified assignment.

Example 3

- Reading with a student, you notice several large burns on a the child's arm.

Volunteer Expectations / Appropriate Behaviors

- Share responsibility for supervising students with teachers and staff.
- Engage with students in a *positive* way.
- Complete assigned responsibilities in a safe, respectful and professional manner.
- Model appropriate language and behavior for students.
- Model appropriate dress for the day.

Volunteer DOs & DON'Ts

DO:

Encourage kids to be on their BEST* behavior.

Be Respectful

Enthusiastic

Safe

Take Responsibility

*See our school matrices for all behaviors

DON'T:

Discipline students.

Volunteers are NOT expected to discipline students.

If problems arise, school personnel will deal with the situations fairly and respectfully.

Volunteer DOs & DON'Ts

DO:

Have conversations and interact with students about school.

DON'T:

Have discussions about topics related to religion, politics, personal matters.

Volunteer DOs & DON'Ts

DO:

Bring your cell phone.

If necessary, find an appropriate time and space to call or text away from students.

DON'T:

Talk, text or allow phone to distract student learning.



Volunteer DOs & DON'Ts

DO:



Take pictures of students in action and share them with the teacher.

DON'T:

Post pictures of students or school activities on social media.

Last Step:
Answer and submit
responses about this
training [HERE](#).

Please reach out to Mrs.
Foley with any
questions!

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