

# TEMPLETON SECONDARY

## VOLUNTEER REQUEST FORM (Coaching)

1. Read all the information attached to ensure you are fully aware of the expectations.
2. Read the **Volunteer Conduct Agreement (Appendix A)** and sign that you understand and agree to abide by the Vancouver Board of Education policies.
3. Complete the following:
  - **Volunteer Request Form** and obtain the Sponsor Teacher and Principal signatures.
  - **Community Coach Application Form**
  - **Request and Consent for Police Record Check & Disclosure**
4. Take all completed documents in person to the Vancouver Police Department at 2120 Cambie St, Service is available from 8:00 am to 5:00 (7 days a week). You must also bring:
  - Proof of Vancouver residency
  - Two pieces of ID (including one with a photo)
  - \$25 processing fee (cash, debit, credit card accepted)
  - A standard size envelope pre-addressed with name and mailing address
5. You must provide a copy to the Templeton admin once you receive your completed Police Record Check.

Date (DD/MM/YY)

Last Name:

First Name:

Telephone #'s

Sponsor Teacher Name:

1. Please indicate what sport you are coaching: \_\_\_\_\_

2. Are you coaching at any other school(s)? Yes  No

If yes, indicate which school(s): \_\_\_\_\_

If yes, provide details: \_\_\_\_\_

3. Are there specific day(s) you will be coaching?

Monday  Tuesday  Wednesday  Thursday  Friday

Are there specific time(s) you will be coaching? \_\_\_\_\_

Time period you will be coaching: From: \_\_\_\_\_ To: \_\_\_\_\_  
Day / Month / Year Day / Month / Year

Signature of Applicant:	Sponsor Teacher:	Principal:
-------------------------	------------------	------------



Vancouver Board of Education

**VOLUNTEER CONDUCT AGREEMENT**

**(Dated November 30, 2018)**

Dear Volunteer,

Thank you for agreeing to be a volunteer. We appreciate that you are willing to share your time and expertise in our school system. To ensure the safety of all students in our school, we ask that each volunteer review the following Board policies as well as the attached document entitled Guidelines for Adults Interacting with Students. These guidelines apply to all employees and volunteers within the Vancouver School District and are intended to help ensure that your volunteer experience with us will be rewarding and successful for all involved.

**Policy AC: Non-Discrimination**

The Board of School Trustees (the "Board" believes in equitable treatment for all individuals regardless of race, colour, ancestry, ethnic origin, religion, socio-economic status, gender, sexual orientation, physical or mental ability, or political beliefs. The letter and spirit of the Canadian and B. C. Human Rights Acts shall be carefully observed, enforced, and supported, so that all members of the school community may work together in an atmosphere of respect and tolerance for individual differences.

This policy of non-discrimination shall prevail in all matters of instruction and course selection: in employment, promotion, and assignment of staff; in providing access to facilities; in the choice of instructional materials and the provision of career guidance and counselling; and in all matters pertaining to community relations. Specifically, the Board will not tolerate hate crimes and propaganda, and will vigorously enforce policy and regulations dealing with such matters.

**Policy ACB: Lesbian, Gay, Bisexual, Transgender, Transsexual, Two-spirit, Questioning**

The Board of School Trustees (the "Board" is committed to establishing and maintaining a safe and positive learning environment for all students and employees including those who identify as lesbian, gay, bisexual, transgender, transsexual, two-spirit, or who are questioning their sexual orientation or gender identity. These students and employees, as all students and employees, have the right to learn and work in an environment free of discrimination and harassment. The letter and spirit of the Canadian Charter of Rights and Freedoms, the B. C. Human Rights Acts and the Collective Agreements shall be carefully observed, enforced, and supported, so that all members of the school community may work together in an atmosphere of respect and tolerance for individual differences. Specifically, the Board will not tolerate hate crimes, harassment or discrimination, and will vigorously enforce policy and regulations dealing with such matters.

**Policy GBCBA: Sexual Harassment**

The Board of School Trustees (the "Board" recognizes and is committed to the right of all employees to work in an environment free from sexual harassment. To this extent, the Board will not tolerate any conduct that could be classified as sexual harassment and will make every reasonable effort to ensure that no employee be subject to such harassment.

Definition: Sexual harassment may be defined as any unwanted sexual attention of a persistent or abusive nature made by a person who knows or ought reasonably to know that such attention is unwanted, or implied or expressed threat of reprisal in the form of actual reprisal or the denial of opportunity for refusal to comply with a sexually oriented request, or sexually oriented remarks and behaviour which may reasonably be perceived to create a negative psychological and emotional environment for work.

The alleged victim of sexual harassment may be male or female. The harasser may be of the same or opposite sex of the victim. The harasser may be a manager, supervisor, co-worker, or subordinate.

### Policy GBEB: A Smoke-Free Working and Learning Environment

The Board of School Trustees (the "Board" is concerned about the health and safety of all its students and staff. The Board is committed to providing a healthy, smoke-free working and learning environment and has declared all its buildings and school grounds as "no-smoking" areas as of 1990 September 01.

The Board also believes that, in the interest of promoting good health practices, non-smoking role-modelling by staff, together with an effective health education program and counselling, will be a significant factor in encouraging non-smoking behaviour in students.

### Policy JHG: Reporting Child Abuse

Every person who has reason to believe that a child needs protection under Section 13 of the Child, Family and Community Services Act must promptly report to a child protection social worker.

If an employee suspects that a student has been or is likely to be physically, sexually or emotionally abused or neglected, or otherwise in need of protection under the Act, he/she must follow the district protocols and procedures: Responding to Alleged Abuse and Neglect of Students by Non-VSB Employees. Guidance and clarification can be provided by the employee's supervisor and/or the VBE Abuse Prevention Coordinator.

### Policy IGAC: Teaching About Religion

The School Act requires that all schools: "...must be conducted on strictly secular and non-sectarian principles . . . The highest morality must be inculcated, but no religious dogma or creed is to be taught." The Board of School Trustees (the "Board" subscribes to the principle of secular and non-sectarian public schools and directs that no religious indoctrination of any kind be permitted in the district's schools.

I have read, understand and agree to abide by the Board policies listed above, as well as the expectations contained within the VBE Guidelines for Adults Interacting with Students document provided to me. In addition, I agree to keep confidential any information relating to individual students or staff members that I become privy to during my work as a volunteer. If, at any time, I make a decision that contravenes these expectations, I understand that I may be asked to cease volunteering within the Vancouver School District.

Volunteer Name (please print)

Month/Date/Year:

Volunteer Signature:

School /Site: Templeton Secondary School

Telephone #:

Email:

## GUIDELINES FOR ADULTS INTERACTING WITH STUDENTS

### Statement of Purpose

The Vancouver Board of Education is committed to creating a safe and respectful learning environment for students. The purpose of these Guidelines is to clarify and affirm the Vancouver Board of Education's expectations of all adults in interactions with students of the Vancouver school district. For the purpose of this document, "adult" refers to any person working, volunteering or otherwise interacting with students on school grounds or at school activities.

It is expressly recognized that all employee groups are subject to collective agreements, terms and conditions of employment, professional and/or union codes as well as legislation. For example, teachers are regulated by **the School Act**, their Collective Agreement, the BC Teacher Regulation Branch Standards and the BC Teachers' Federation Code of Ethics. These Guidelines do not supersede nor replace such codes/documents and statutory requirements, but rather provide a set of common expectations for adult-student interactions applicable to all employee groups and other adults (i.e. parents and volunteers) who interact and engage with Vancouver school district students.

This document does not address every possible situation or provide an exhaustive review of acceptable and unacceptable conduct. It provides a framework within which the Board expects adults to exercise common sense and good judgment when interacting with students. It endeavours to find a balance between encouraging positive and appropriate interactions between adults and students, and discouraging inappropriate and harmful interactions.

Awareness and understanding of these Guidelines will strengthen a working culture in the Vancouver school district, which is already deeply committed to student safety, security and well-being.

### Rationale

Students have the right to a safe, caring, orderly school environment, free from discrimination and harm. Students also have the right to a learning environment in which clear expectations of acceptable adult behaviour are held and met.

The "Guidelines for Adults interacting with Students" seek to establish an environment where anyone in the school community feels safe to come forward with concerns of adult misconduct towards students. Strong well-publicized Guidelines will discourage the formation of a code of silence that can become entrenched in school culture, and inform adults, volunteers, parents and students of the behavioural expectations for all adults within the Vancouver school district.

### The Adult's Position of Trust and Authority

An adult is not a peer of the students. Adults are in a position of trust and authority in relationship to students and therefore their interactions with students must focus on meeting the needs of the student.

In working with students, adults must take great care that their actions and motivations will not be misinterpreted. The burden of responsibility and accountability rests with the adult. The onus is on the adult to remove him/herself from any physical or verbal contact with students that could lead to the initiation or perception of any form of abuse or harassment.

### Personal and Professional Boundaries

Adults must respect each student's right to personal boundaries in all interactions. Some students may be able to tell the adult if they are uncomfortable with the comments or conduct of the adult. Other students may be reluctant to communicate their discomfort due to the adult's position of authority over them. It is the responsibility of the adult to be sensitive to, and respectful of, the personal boundaries of all students whether or not the student communicates discomfort with the interaction.

When interacting with a student, an adult is advised to consider the appropriateness of her/his conduct in relation to such factors as the student's age, developmental level, cultural and educational background.

If a student's behaviour toward an adult is, or appears to be, of a sexual nature, the adult must let the student know the behaviour is inappropriate and not allow it to continue. If an adult has an interaction with a student which is cause for concern he/she should discuss the situation immediately with an administrator, his/her supervisor or associate superintendent. Adults are expected to refer matters beyond their expertise or role to the appropriate district or community resource person.

**Acceptable and Unacceptable Behaviour**

Adults are expected to behave in a manner that maintains and enhances public trust in the school district and models appropriate behaviours to students. The following examples are not exhaustive but illustrative.

Examples of Acceptable Behaviour are:

- Respectful language, tone and attitude towards students;
- Respect for students' personal/physical boundaries;
- Age-appropriate forms of touching such as comforting a hurt or upset child with a side by side hug or pats on the shoulder or back as positive reinforcement;
- School-related communication with students through the use of VSB email with a copy to the student's parent/guardian, or by telephone through the student's family phone;
- Supporting diversity within the school population (e.g. ethnic groups, gay and lesbian students/families).

Examples of Unacceptable Behaviour are:

- Humiliation of students (e.g. demeaning comments, intimidation);
- Inappropriate touching of students (e.g. massaging, stroking, caressing);
- Physical or Corporal discipline of students (e.g. shoving, hitting);
- Discrimination or harassment prohibited under the B.C. Human Rights Code including that based on race, colour, ancestry, place of origin, religion- family status, socio- economic status, physical or mental disability, sex or sexual orientation;
- Being under the influence of recreational drugs and alcohol while supervising or interacting with students;
- Disrespectful language towards students;
- Sharing or soliciting overly personal/private information;
- Texting or Online communication with students on the adult's personal email or being "friends" on a social networking site;
- Engaging in any sexual behaviour with a student, with or without consent;
- Exposing students to or involving students in, any activities involving staff, volunteer or student nudity;
- Inappropriately disclosing confidential student-related information (beyond a "need-to-know" basis);
- Asking students to keep secrets.

**Off-Campus Supervision**

An adult must inform an administrator or supervisor of any off-campus outing with an individual or group of students. Volunteers shall be advised of expectations for their roles as supervisors and should understand the regulations outlined in VBE policy.

An adult must be particularly aware of maintaining professional boundaries with students when in more informal settings, such as on field trips. Social activities with students should be confined to school-related activities.

**Considerations when Working with Very Young or Special Needs Students**

Students with disabilities and very young students are particularly dependent on adults for their safety and well-being. Where possible, an adult should inform a staff member when he/she is going to be alone with a student.

In the course of their work with students who are dependently disabled or physically challenged, adults may be involved in lifting, toileting, assisting in physiotherapy programs, and taking care of students' personal hygiene needs. These activities should be carried out with the utmost respect for the dignity of the student.

**Concerns**

The "Guidelines for Adults Interacting with Students" are intended to support students, staff, parents and volunteers to safely inform supervisory staff if they have concerns about the safety or security of students and/or witness adult Behaviour contrary to these Guidelines.

Where there is concern about adult behaviour or conduct that is inconsistent with these Guidelines, this should be reported to an administrator or associate superintendent. Such reports shall be treated in a confidential manner (with information restricted to a need-to-know basis).

Every adult has a legal responsibility to report suspected or disclosed cases of sexual, physical, emotional abuse or neglect of a student following the VBE Protocols and Procedures.

COMMUNITY COACH APPLICATION (must be minimum of 19 years of age)

Legal Last Name:	Legal First Name:
Address:	Postal Code:
Telephone #: Home:	Cell#:

**1. NCCP (National Coaching Certification Program) Coaching Qualification:**

NCCP# \_\_\_\_\_

Certification Level Theory:	Date Completed:
Certification Level Technical:	Date Completed:

**2. Previous Coaching Experience:**

School System: \_\_\_\_\_

Community / Other \_\_\_\_\_

**3. Coaching Philosophy:**

\_\_\_\_\_  
\_\_\_\_\_

**4. Which sport(s) would you like to coach? and at what level?**

Sport:	Level:
Sport:	Level:

**5. Personal History:**

a) Are you currently under probation or suspension from coaching duties within any school or community sport program? Yes  No

b) Have you ever been convicted of a criminal offence? Yes  No

c) Do you have criminal charges pending? Yes  No

If yes for any of the above, provide details: \_\_\_\_\_

**6. Medical**

a) Do you know of any medical condition that may hamper or affect your ability to carry out coaching activities? Yes  No

If yes, provide details: \_\_\_\_\_

**7. References: Please provide the names and contact information for two Coaching and one Personal Reference**

**Coaching:**

① Name:	Relationship:	Tel:#
② Name:	Relationship:	Tel:#

**Personal:**

① Name:	Relationship:	Tel:#
---------	---------------	-------

**I hereby certify that the information given is complete and correct.**

Signature: \_\_\_\_\_ Date: Month/Day/Year \_\_\_\_\_





# Vancouver Police Department

## Police Information Check

<b>***Vancouver Police Use Only***</b>	
Received on: (YY-MM-DD)	
GO:	Receipt:
FUP:	Map:

<b>IDENTIFICATION – one must be current photo ID ***Vancouver Police Use Only***</b>	
Type of ID Produced:	Number:
Type of ID Produced:	Number:

**INSTRUCTIONS FOR COMPLETION**

(PERSONAL INFORMATION ON THIS FORM IS COLLECTED UNDER THE AUTHORITY OF THE BC FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT & FEDERAL PRIVACY ACT)

**Please complete clearly in ink**

You must apply in person at the Police Agency in the jurisdiction you reside. At the time of application you must present:  
 Any applicable fee (see vpd.ca website for fees, payment options and processing requirements).  
 One piece of government issued photo identification and one piece of identification verifying name, date of birth.

**Your Police Information Check will include all available law enforcement systems, including any local police records. This check will NOT include: overseas or US records, traffic tickets, Motor Vehicle Act offences or municipal bylaw offences.**

**The results of this check will not be forwarded to a third party-(with the exception of confirmed positive Vulnerable Sector responses).**

**PART I – PERSONAL INFORMATION (COMPLETED BY APPLICANT)**

LAST NAME	FIRST NAME	MIDDLE NAME	
PREVIOUS NAMES / ALIAS (including name changes and maiden name)		GENDER <input type="checkbox"/> M <input type="checkbox"/> F	
DATE OF BIRTH (YYYY/MM/DD)	PHONE NUMBER	EMAIL	
ADDRESS (street # and name)	CITY	PROVINCE	POSTAL CODE

**PREVIOUS ADDRESS (LIST ALL ADDRESSES WITHIN THE LAST FIVE YEARS INCLUDING FOREIGN COUNTRIES)**

STREET NAME: \_\_\_\_\_ CITY: \_\_\_\_\_ PROVINCE: \_\_\_\_\_

STREET NAME: \_\_\_\_\_ CITY: \_\_\_\_\_ PROVINCE: \_\_\_\_\_

STREET NAME: \_\_\_\_\_ CITY: \_\_\_\_\_ PROVINCE: \_\_\_\_\_

STREET NAME: \_\_\_\_\_ CITY: \_\_\_\_\_ PROVINCE: \_\_\_\_\_

**REASON FOR APPLICATION (check appropriate):**  Volunteer (attach letter)  Employment  Other \_\_\_\_\_

**NAME OF AGENCY/ORGANIZATION:** \_\_\_\_\_

**POSITION TITLE:** \_\_\_\_\_

**PHONE #:** \_\_\_\_\_ **ADDRESS:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**IS YOUR REQUEST RELATED TO WORK/VOLUNTEERING WITH VULNERABLE PERSONS:**  YES  NO

**(if yes – please complete Vulnerable Sector Search Consent FORM 1 on page 2)**



Applicant Name	Applicant DOB (YYYY/MM/DD)
----------------	----------------------------

**VULNERABLE SECTOR APPLICANTS:**

**FORM 1 – CONSENT FOR A CRIMINAL RECORD CHECK FOR A SEXUAL OFFENCE FOR WHICH A PARDON HAS BEEN GRANTED OR ISSUED**

This form is to be used by a person applying for a position with a person or organization responsible for the well-being of one or more children or vulnerable persons, if the position is a position of authority or trust relative to those children or vulnerable persons and the applicant wishes to consent to a search being made in criminal conviction records to determine if the applicant has been convicted of a sexual offence listed in the schedule to the Criminal Records Act and has been pardoned.

**Reason for Consent:**

I am an applicant for a paid or volunteer position with a person or organization responsible for the well-being of one or more children or vulnerable person(s).

Description of the paid or volunteer position (what you will be doing): \_\_\_\_\_

Provide details regarding the children or vulnerable person(s) (what ages, type of client(s) you will be in authority over):  
\_\_\_\_\_

**Consent: I consent to a search being made in the automated criminal records retrieval system maintained by the Royal Canadian Mounted Police to determine if I have been convicted of, and been granted a pardon for, any of the sexual offences that are listed in the schedule to the Criminal Records Act. I understand that as a result of giving this consent, if I am suspected of being the person named in a criminal record for one of the sexual offences listed in the schedule to the Criminal Records Act in respect of which a pardon was granted or issued, that record may be provided by the Commissioner of the Royal Canadian Mounted Police to the Minister of Public Safety of Canada, who may then disclose all or part of the information contained in that record to a police force or other authorized body. That police force or authorized body will then disclose the information to me. If I further consent in writing to disclosure of that information to the person or organization referred to above that requested the verification, that information will be disclosed to that person or organization.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date Signed

**DECLARATION OF A CRIMINAL RECORD (if applicable) – Completed by Applicant**

By declaring any offences of which you have been convicted, your criminal convictions record can be confirmed without needing to submit your fingerprints for verification of your identity and the processing delay that this causes.

- **Please list below** all offences of which a judge has convicted you (whether indictable or summary) and specifically identify the offence, date you were convicted, and place where the offence was committed.
- **Do Not** disclose convictions for which you have received a pardon pursuant to the *Criminal Records Act*, or charges that were dismissed, stayed, or resulted in absolute or conditional discharges.
- **Do Not** disclose offence convictions where you were found guilty of an offence committed while you were a "young person" (younger than eighteen years), pursuant to the *Youth Criminal Justice Act*.

Date of Conviction	Nature of Offence	Location/Jurisdiction

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date signed

Applicant Name	Applicant DOB (YYYY/MM/DD)
----------------	----------------------------

### SEARCH AND DISCLOSURE CONSENT

I request and consent to the VANCOUVER POLICE DEPARTMENT and its employees searching any policing agency or court databases, based on the information I have provided, in order to locate any records and information in which I am referred to, and to report, by way of this form, any formal criminal records or pending charges that I am the subject of. If I have indicated that I will be working with the vulnerable sector, I also request and consent to the reporting of any documented adverse contact with police, any incident in which no charges were laid, or any matter regulated by provincial statutes, that I am the subject of. I understand that records may continue to exist even if they are no longer listed in particular records database indices.

I understand that information collected as a result of this Police Information Check will only be released **directly to me and not to any third party**; however, I specifically intend to provide the reported information to the employer or volunteer agency that I have listed. I understand that they alone, and not the police, will determine the impact of any reported search results, on whether I obtain the position for which I am being considered. I understand that the accuracy of the reported information, to be disclosed to me, is not and cannot be guaranteed, and may include errors or omissions.

**By my signature below, and for and in consideration of this Police Information Check being completed for me**, the receipt and sufficiency of which I hereby acknowledged, I agree not to bring any legal actions, claims or demands, for losses or damages, including indirect or consequential, that I might sustain by reason of the Police Information Check being performed for me, against the City of Vancouver, its associated Police Board and any employees thereof, and to release them each from any and all liability and any actions, claims or demands, even if arising from their negligence or even gross negligence.

I have read and understood this form, and in particular this section, and by signing below I am consenting to the above terms. By signing, I also certify that the information that I have provided is true and correct to the best of my knowledge and belief.

_____ Signature of Applicant	_____ Date Signed
---------------------------------	----------------------

#### \*\*\*\*\*VANCOUVER POLICE USE ONLY\*\*\*\*\*

VERSADEX FIELD REQUIREMENTS				QUERY TYPE	NEGATIVE	ATTACHED	VA #
<b>PLACE OF BIRTH:</b>				CNI	<input type="checkbox"/>	<input type="checkbox"/>	
<b>PLACE OF ENTRY:</b>				QPERS	<input type="checkbox"/>	<input type="checkbox"/>	
<b>DATE OF ENTRY:</b>				FIP	<input type="checkbox"/>	<input type="checkbox"/>	
<b>ETHNICITY:</b>				CNIVS	<input type="checkbox"/>	<input type="checkbox"/>	
<b>PAYMENT INFORMATION</b>				PRIME	<input type="checkbox"/>	<input type="checkbox"/>	
<b>SERVICE</b>	<b>FEE</b>	<b>METHOD</b>	<b>PAYMENT</b>	<b>WEB RMS</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> PIC	<input type="checkbox"/> \$70.00	<input type="checkbox"/> Cash	Denominations	<b>PIP</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> PIC Reduced	<input type="checkbox"/> \$25.00	<input type="checkbox"/> Debit		<b>JUSTIN</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Multi PIC	<input type="checkbox"/> \$10.00	<input type="checkbox"/> Visa	Change: ____ x 5 ____ x 10 ____ x 20 ____ x ____	<b>NOTES:</b>			
<input type="checkbox"/> RCMP Fee	X ____ <input type="checkbox"/> \$25.00	<input type="checkbox"/> M/C					
<input type="checkbox"/> RCMP N/C	<input type="checkbox"/> \$0.00	<input type="checkbox"/> BA					
<input type="checkbox"/> VPD/CPSU		<input type="checkbox"/> Cheque or Money order					