

# Series 1000 (2-page Form)

## Community Relations

### Volunteers, Student Interns and other Non-Employees

#### Volunteer Information Form and Waiver of Liability

Only one form needs to be completed by a volunteer each school year. Please print clearly in ink:

#### Information Form

Name: \_\_\_\_\_

Address: \_\_\_\_\_

*Last*
*First*
*Middle*
*Telephone*

\_\_\_\_\_

Street
City
Zip Code

Personal physician: \_\_\_\_\_ Phone \_\_\_\_\_

Emergency adult contact: Phone \_\_\_\_\_

Are you now or have you ever been a school volunteer? \_\_\_\_\_

At which school? \_\_\_\_\_ Year? \_\_\_\_\_

The name of any child or ward attending this school: \_\_\_\_\_

#### **Criminal Conviction Information**

Are you a sex offender? \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_\_\_

If you answered YES, list all offenses

Offense(s): \_\_\_\_\_

Date(s): \_\_\_\_\_

Place(s): \_\_\_\_\_

If requested, are you willing to consent to a criminal background investigation? \_\_\_\_\_

#### **Waiver of Liability**

The School District does not provide liability insurance coverage to non-district personnel serving as volunteers for the School District. The purpose of this waiver is to provide notice to prospective volunteers that they do not have insurance coverage by the School District and to document the volunteer's acknowledgment that they are providing volunteer service at their own risk. However, C.G.S. 10-235 provides that the district must indemnify and hold harmless volunteers from civil liability in most situations as long as the volunteer is approved by the Board of Education to carry out a duty prescribed by the Board and performs services under the direction of a certified teacher. Therefore the district must pay any damages awarded to a plaintiff an action brought alleging negligence or other act resulting in injury, including infringement of that person's civil rights.

By your signature below:

1. You acknowledge that the School District does not provide insurance coverage for the volunteer for any loss, injuries, illness, or death resulting from the volunteer's unpaid service to the School District.
2. You will refrain from using a personal cell phone while volunteering.

Form Reviewed: February 9, 2012

Reviewed: December 11, 2014

*Eastford Board of Education*

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3. You understand that the Eastford School District will not permit volunteers to participate in the following activities:
- Possession of weapons
  - Violent activities
  - Use of alcohol, tobacco, narcotics or any controlled substances
  - Harassment, interference or intimidation of staff, volunteers and members of the community
  - Vandalism or defacing of property
  - Stealing
  - Disorderly conduct
  - Loitering or use of profanity on school or town property
4. You agree to assume all risk for death or any loss, injury, illness or damage of any nature or kind, arising out of the volunteer's supervised or unsupervised service to the School District. agree to waive any and all claims against the Eastford School District, or its officers, Board Members, employees, agents or assigns, for loss due to death, injury, illness or damage of any kind arising out of the volunteer's supervised or unsupervised service to the Eastford School District.

Date: \_\_\_\_\_ Signature of Volunteer: \_\_\_\_\_

Printed Name of Volunteer \_\_\_\_\_  
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#### For School Use Only

General description of assignment(s):

- Supervising students as needed by a teacher
- Supervising students during a regularly scheduled activity
- Assisting with programs
- Assisting at the resource center or main office
- Other \_\_\_\_\_

Name of supervising staff member: \_\_\_\_\_

"Sex offender list" checked by \_\_\_\_\_ on \_\_\_\_\_ (mandatory).

Is a criminal background check necessary (the individual will be working over a long period of time in direct contact with students where no staff member is continuously present or in other situations where a check would be prudent)?  
(to be answered by Principal) \_\_\_\_\_

If "yes," and provided the individual authorized the check,

- The date on which the check was requested \_\_\_\_\_
- The date on which it was received and reviewed \_\_\_\_\_

Reviewed by: \_\_\_\_\_  
Signature

\_\_\_\_\_ Date

Regulation issued:

*Eastford Board of Education  
Eastford, Connecticut*

All-Hazards School Security and Safety Plan  
Eastford Public Schools  
VOLUNTEER SAFETY LETTER

Dear Eastford Elementary School Volunteer,

Please read and sign. Thank you for helping us keep Eastford Elementary School a safe place for children and educators.

**Secure Building Plan: In the event of an emergency drill or an actual crisis follow this plan.**

1. Close and lock door (look in the hallway for students and direct them into your classroom)
2. Pull down the shade(s) if the threat is outside the building or you are directed to do so.
3. Turn off the lights.
4. Move students to a location in the room away from the door and windows. See classroom teacher's plan to identify the specific location.
5. Keep students quiet and calm, reassure them nonverbally.
6. Refrain from opening the classroom door for any reason until you hear from school administration or law enforcement.
7. Teachers/staff should make a note of attendance on paper and be ready to report on students if asked to do so.

Students have practiced this procedure. They know how important it is to move quickly and quietly to a safe location in the room. They know that they may not leave the room until they are given permission to do so. Use common sense at all times.

Evacuation: If we need to evacuate the building during a drill or actual emergency, use the exit identified in the teacher's plans. If that exit is not advisable based upon the circumstance, or if it is not accessible, use the next closest exit. Use common sense at all times.

AN EMERGENCY PACKET and an EMERGENCY SHEET are located near the doorway of every classroom. The packet contains important information such as class rosters, attendance sheets, emergency procedures, map of the school, important phone numbers, etc. Be sure to take this packet with you in the event of a fire drill or secure-building announcement. The sheet provides a "quick reference" of procedures for emergency drills, fire drills, evacuations or a crisis.

I have read and understand the above expectations.

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

\*Volunteer should receive a copy of this document.