

Simcoe Hall Settlement House

* Children * Families * Community * Since 1935

Welcome To Simcoe Hall Settlement House!

Volunteers are our most valuable resource and contribute to half of the human resources at **Simcoe Hall. Each year, over **10,000** hours of volunteer services are performed on site, at our agency. Thousands of additional hours are donated by community volunteers who organize food or toy drives and fund raising events in their workplace, school, church or neighborhood. We appreciate value and depend upon each and every volunteer.

Volunteering doesn't necessarily require a great deal of time, but it does require a lot of heart and commitment. When making your volunteer commitment, consider your lifestyle and how much time you can comfortably give. One "special" hour a week can be enough to make a significant difference in the life of a child or family who relies on you.

We need you too! If you are unable to volunteer due to illness or a busy schedule, please call us so that we can make arrangements to replace you on that day. Besides, you will be missed and we'd like to know that you are okay.

Volunteers bring a wealth of knowledge, skills, talents and expertise that increase the quality and value of our programs and services. You may possess important skills that you don't even realize are relevant. Please share your past work experiences, talents or interests. Volunteering can also be a great opportunity to learn new skills. Please let us know if you would like to learn or try something new.

To ensure the safety and protection of children in our care, volunteers in the Children's After School Program and Summer Camp Program are required to complete and submit a Criminal Background Check before they begin. Upon request, Simcoe Hall will give you a volunteer form letter to reduce the cost.

Please be certain you have completed, signed and returned the following:

Volunteer Application Form

Confidentiality Agreement

Consent and Hold Harmless and Consent to First Aid/Medical Treatment

Abuse Policy

Criminal Background Check, if applicable

SIMCOE HALL SETTLEMENT HOUSE
387 Simcoe Street South, Oshawa, ON L1H 4J2
905-728-7525

Volunteer and Student Confidentiality Policy

Staff, student placements and volunteers of Simcoe Hall Settlement House may receive, view or hear confidential information. The protection of our clients / members right to privacy and confidentiality is critical and must be maintained by all Simcoe Hall Settlement House employees, directors, volunteers and students placements.

“Confidential Information” means information, in any form, that if disclosed to a third Party outside of Simcoe Hall, or discussed in a public venue, may cause harm to a client, member or to Simcoe Hall Settlement House itself. Confidential information also includes any personal identifying information such as a name, address, and telephone number, date of birth or personal circumstances.

If an employee, director, volunteer or student placement has any doubt as to whether or not certain information is confidential, he/she must seek and obtain direction from a supervisor or director.

Confidential information can not be disclosed without the written and informed consent of the person it pertains to. A breach of confidentiality can result in suspension or dismissal.

Date: _____

Signature: _____ Supervisor: _____

**STUDENT PLACEMENT AND VOLUNTEER
CONSENT AND HOLD HARM AGREEMENT**

“I _____ AGREE TO INDEMNIFY AND HOLD HARMLESS **Simcoe Hall Settlement House**, its agents, employees or volunteers of all liability for loss or damage arising from any cause whatsoever and hereby release, waive and discharge Simcoe Hall Settlement House from all liability to my heirs, executors, administrators and assigns for all loss or damage and any claims or demands for such loss or damage on account of injury to person or property while participating in and/or being transported to and from the program activities of Simcoe Hall Settlement House.”

Date: _____ Signature: _____

CONSENT TO MEDICAL TREATMENT

“I Herby give permission to Simcoe Hall Settlement House to provide or arrange for such first aid or other medical treatment or care including but not limited to transportation to hospital, as such staff may consider necessary or advisable. I understand that all costs related to such actions shall be my responsibility and I agree to pay for and/or reimburse Simcoe Hall Settlement House for any such costs as any may incurred.”

“I accept full responsibility for ensuring that I am physically and medically fit to participate in the programs and activities of Simcoe Hall Settlement House throughout the duration of my field placement or volunteer service”

Date: _____ Signature: _____

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Volunteer/Student Placement Application Form

Name: _____ Phone: _____

Address: _____ City: _____

Postal Code: _____ E-Mail: _____

Your Age Category: _____ Youth (6-18) _____ Adult (19-65) _____ Senior (65+)

How did you hear about volunteer opportunities at Simcoe Hall Settlement House?

- Web Site
- Media:
- An Event
- Friend, Family Member, Co-worker
- Other

Is your interest in volunteering part of your required 40 hours of Community Service for your high school graduation? _____ Yes _____ No

If yes, which high school do you attend? _____

Some of the Simcoe Hall Settlement House volunteer opportunities require a Police Records Check.

Do you currently have a valid Police Records Check? _____ Yes _____ No

If No, are you willing to have one done? _____ Yes _____ No

Have you completed CPR First Aid or other similar training? _____ Yes _____ No

Do you have any health restrictions, conditions or medications that we should be aware of to ensure your comfort or safety? If so, please provide details: _____

Emergency Contact: _____ Telephone #: _____

Please explain why you would like to volunteer at Simcoe Hall Settlement House. _____

Please provide the days, times and frequency that you are available. _____

Please list any special skills, interests, hobbies or knowledge that you bring to Simcoe Hall Settlement House. _____

What is/are your areas of interest?

- Food Bank Services
- Seniors Lunch & Leisure Programs
- Christmas Food & Toy Drive
- Children's After School Program
- Special Event and Fund Raising
- Repairs

Please provide the name and telephone number of at least two references: _____

If a volunteer opportunity is not available for you at this time, can we contact you at a later date?

_____ Yes _____ No

Simcoe Hall Settlement House

BOARD POLICY AND PROCEDURE RESPONSE TO A COMPLAINT OF ABUSE

Simcoe Hall settlement house will not tolerate, condone or excuse any form of physical, sexual, emotional, verbal, or psychological abuse nor any form of neglect mistreatment or harassment towards others from employees, board members, volunteers or field placements. Failure to comply can/will result in suspension, dismissal and/or criminal charges.

If a report of abuse, in any form, has been made, the Executive Director will immediately inform the Board of Directors.

The Board of Directors will meet, without delay, to review the incident and determine and implement the appropriate action and/or response in accordance with prevailing laws and regulations.

Appropriate authorities will be contacted.

A media spokesperson will be selected, by the board of directors. The selected spokesperson will be the only person authorized to speak or comment on behalf of Simcoe Hall Settlement House.

Simcoe Hall Settlement House will seek legal counsel for guidance in the best interest of all concerned parties.

A statement, approved by the Board of Directors, will be prepared for the designated spokesperson to express deep concern regarding the allegations, a commitment to thoroughly investigate the allegations and respond appropriately.

A decision may be made to immediately suspend or dismiss an employee/board member/volunteer or field placement following consultation with and at the recommendation of legal counsel or other related authorities.

ABUSE POLICY – SIMCOE HALL SETTLEMENT HOUSE

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DEFINITIONS:

Physical abuse is defined as but not limited to the use of intentional physical force, in any form, that can result in physical harm or injury to an individual.

Sexual abuse is defined as but not limited to any unwanted sexual or physical contact, gestures and/or verbal or written propositions or innuendos.

Emotional abuse is defined as but not limited to a chronic attack on a person's self esteem. It can take the form/s of name calling, threatening, ridiculing, berating, intimidating, isolating, scapegoating or blaming.

Verbal abuse is defined as but not limited to written or spoken words that are humiliating or embarrassing, name calling, swearing, taunting, teasing or unwanted criticism.

Psychological abuse is defined as but not limited to communication of an abusive nature, sarcasm, exploitive behaviors, intimidation, manipulation and/or insensitivity to ethnicity, sexual preference, age, ability, religion or family dynamics.

PROCEDURES:

It is the responsibility of the Executive Director to ensure that all employees and board members read, sign and return this policy.

It is the responsibility of Simcoe Hall Program Coordinators to ensure that all volunteers and field placement students read, sign and return this policy.

An incident of abuse or accusation of abuse, in any form, must be reported immediately to the Program Supervisor **AND** the Executive Director verbally and/or in writing.

The Executive Director will, immediately, inform the Board of Directors.

Date: _____

"I acknowledge that I have received, read and understand the Abuse Policy of Simcoe Hall Settlement House. I understand that it is my responsibility to abide by all the rules contained in this policy and report any incidents of abuse as set forth in this policy."

(Employee/Volunteer/Field Placement)

(Executive Director)

(Print Name)