

EDUCATION VOLUNTEER GUIDELINES

Appearance

- ◆ Wear your nametag
- ◆ Dress casually but professional (no short skirts, low cut shirts, adult messages on shirts). Remember, you will be sitting on the floor
- ◆ Bring layers for variations in class temperatures and a coat in case you're in portable classrooms and have to do hallway time outside

School

- ◆ Arrive at least 10 minutes before the first presentation
- ◆ Talk quietly in the office/hallway
- ◆ No personal gifts for teachers
- ◆ Please don't share contact sheets with the school; they contain our personal phone #'s

Classroom/Hallway

- ◆ Eat before or after you are in the classroom; even if you're observing
- ◆ Silence your phone
- ◆ If you need to make a phone call, send a text, or check email, please step away during hallway time
- ◆ They are super cute but do not take pictures or videos of the kids, work on the walls, etc.
- ◆ Remember, high fives or side hugs when a child approaches
- ◆ Use the curriculum to answer questions
- ◆ Repeat and confirm answers
- ◆ Comparing classrooms makes teachers feel bad

Confidentiality

- ◆ What kids tell you is confidential
- ◆ Don't share personal information (ie, you got unsafe touch, you have anxiety, take medication, etc.) Instead say, "lots of kids have to see a counselor, take medication" etc.
- ◆ If a child directly asks you if unsafe touch ever happened to you, say we're not here to talk about me. I know it has and does happen to kids so that is why we are teaching you. Do you have a question about what we presented today?
- ◆ We don't ask kids where they live, their phone numbers, etc.
- ◆ Even broad statements, like "the kids are wild at XYZ school" can have a negative impact on the school and BSB's impression in the community.
- ◆ Asking BSB staff members if a report is being made on a specific child is asking them to break confidentiality