VOLUNTEER AGREEMENT (205-2)

(205-A Appendix B)

Authorization for the collection of this information is in the *Education Act* and protected in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*. The information will be used by the school principal for administrative purposes as determined in the procedures for school volunteers in the Upper Grand District School Board. This information will be maintained for the current school year only, and then securely destroyed in accordance with the board's Records Management Manual and Policy 316. Enquiries concerning this collection may be made to the school principal.

The school volunteer's role is one of partnership with the Upper Grand District School Board. Volunteers are individuals who willingly give of their time and talent to assist students in our schools in order to enhance school-based activities and learning. Volunteers will work under the direction of a staff member as designated by the principal. The principal/supervisor retains the authority to halt, without appeal, a volunteer's service and/or volunteer activity based on any specific concerns.

Volunteers will agree to:

1. abide by all board policies and procedures including Policy 213 Code of Conduct, and Policy 322 and associated procedures for accessing school and board premises, and while attending all volunteer activities with the board, including field trips and off-site excursions
2. perform tasks under the supervision and guidance of teachers/supervisors in conjunction with principals 3.notify the school as soon as possible if they are not able to carry out a volunteer assignment on any given day
4. participate in available orientation and training, as required
5. respect the confidentiality of all information received/learned regarding students, staff, or other volunteers and not share or disclose any such information that may directly or indirectly be disclosed to them. Any student information provided to the volunteer must only be used for the intended purpose.
6. keep documents containing student information secure at all times, and to return any such documents to the teacher or supervisor at the end of the volunteer activity
7. provide a police record check or offence declaration as outlined in Policy 205 and at the principal's request
8. report all accidents or injuries to the teacher/supervisor/principal as soon as possible. The board's General Liability Insurance Policy extends coverage to volunteers while they are acting within the scope of their duties on behalf of the board. The board does not carry medical or Workplace Safety and Insurance Board (WSIB) coverage for volunteers.
9. refer all disciplinary and safety concerns to a teacher/supervisor
10. promptly report any suspicions that a child is, or may be, in need of protection from abuse and/or neglect to a children's aid society, as per Policy 502 and the *Child, Youth and Family Services Act*.
11. treat all individuals with dignity and respect, without discrimination or harassment, in accordance with applicable human rights legislation, including the Ontario *Human Rights Code,* and respecting all prohibited grounds.

☐ **I hereby agree to the responsibilities listed above.**

Name (please print): _____ Phone: _____

Signature: _____ Date: _____

Address: _____

Student Name(s) _____

Emergency Contact (please print): _____ Phone: _____