

School/Volunteer Agreement

VOLUNTEER INFORMATION

Name: _____

Contact Information: _____
(phone/email) _____

DETAILS OF VOLUNTEER ROLE

Class or Location: _____

Directly responsible to: _____

Starting Date: _____

Procedure for Reporting Absences:

Duties & Responsibilities:

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Time Commitment

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Afternoon					
Other					

POLICE RECORD CHECK

Volunteers over the age of 18 are required to provide a Police Record Check (PRC), in the form of a Vulnerable Sector Check (VSC), or a Criminal Record and Judicial Matters Check, as determined by Human Resources to the School Administrator.

School Administrators must submit a copy of the School/Volunteer Agreement and a Police Record Check to Human Resources by the day an individual commences volunteer work.

☐ **Police Record Check & Copy of Agreement Submitted to HR**

A Volunteer may be considered 'continuous' throughout the school year, allowing participation in multiple volunteer activities and/or at multiple DSB1 locations without requiring submission of a new check each time.

TERMS OF AGREEMENT

The Volunteer agrees to:

- a) Respect the confidentiality of all information that may be received regarding any pupils or staff while a volunteer and refrain from releasing that information to any person in accordance with the Municipal Freedom of Information and Protection of Privacy Act;
- b) Abide by DSB Ontario North East Acceptable Use Guidelines regarding appropriate access to and use of the Internet;
- c) Notify the appropriate person at school as soon as possible when circumstances necessitate their absence (planned holidays, illness, etc.);
- d) Act in accordance with the norms and expectations of the school as provided in the orientation to the school.
- e) Submit a new police record check every five years, as well as an annual Volunteer Offence Declaration between police record checks, for as long as they continue to be a volunteer.

The School agrees to:

- a) Provide initial orientation to the school;
- b) Show respect and appreciation by giving the volunteer a suitable assignment in line with their area of interest and skills;
- c) Inform the volunteer in advance of all schedule changes (holidays, special events, etc.)

Volunteer Signature

School/Board Staff Signature

Date