

**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 volunteer's role in the school/board facility is one of partnership with the employees of the Upper Grand District School Board. The use of volunteers occurs with the understanding that they 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. The volunteer will work under the direction of an appropriate staff member and be privy only to information that is necessary for working effectively with a student(s) and/or for the purpose of performing the task assigned.

The principal/supervisor retains the authority to accept or decline any volunteer's offer of service without appeal and to halt, without appeal, a volunteer activity based on any specific concerns.

**Volunteers will agree to:**

1. abide by Policy 104 and associated procedures for accessing school and board premises, and prior to 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 or staff, 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 Vulnerable Sector Check or offence declaration, 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

**I hereby agree to the above terms**

**I DECLARE**, since the last vulnerable sector check collected by the UGDSB, or since the last offence declaration given by me to the UGDSB, that I have **no** convictions under the Criminal Code of Canada up to and including the date below for which a pardon has not been issued or granted under the *Criminal Records Act (Canada)*.

Name (please print): \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Emergency Contact (please print): \_\_\_\_\_ Phone: \_\_\_\_\_