



VOLUNTEER AGREEMENT

Authorization for the collection of this information is in the Education Act. The information will be used for the purpose of screening appropriate candidates who are interested in working as a volunteer within the Upper Grand District School Board. Users of this information will be the principal or supervisor of the school/program for selection of candidates. This information will be maintained for a period of one year after the individual ceases to be a volunteer in the system and then destroyed. Enquiries concerning this collection may be made to the principal or supervisor of the appropriate school/program.

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.

The Volunteer's role in the school/board facility is one of partnership with the employees of the Upper Grand District School Board. In this capacity, it is understood that the volunteer will follow the terms and conditions relating to security and confidentiality of personal information according to the Municipal Freedom of Information and Protection of Privacy Act, and the following protocol.

Volunteers will:

1. perform tasks under the supervision and guidance of teachers/supervisors in conjunction with principals
2. adhere to the Volunteer Agreement, and the information provided to them on their role and responsibility by the school; perform supportive activities to assist staff but none that include direct teaching, diagnostic, prescriptive or evaluative duties, or any duties that conflict with the board's Collective Agreements with its employees
3. be permitted to work in a separate room or area with a child or a small group of children under adequate and reasonable supervision
4. be prompt and responsible
5. work with and for the children
6. participate in available training
7. respect the confidentiality of all information received regarding a pupil or staff member while serving as a volunteer
8. provide a recent police record check, at the principal's discretion (Note: A police record check is required for all non-parent volunteers on an overnight educational field trip.)
9. be insured under the board's liability insurance policy while acting within the scope of his/her duties on behalf of the board
10. report all accidents or injuries as appropriate
11. authorize the board/school to contact agencies/organizations where they previously served as a volunteer or employee, as appropriate

Volunteers will not:

1. have any medical or Workplace Safety Insurance Board (WSIB) coverage through the board
2. access any Ontario Student Records (OSRs) or school student records
3. be left in charge of an entire class
4. have responsibility for petty cash
5. work during a legal strike or lockout to perform the duties of striking or locked-out employees

I hereby agree to the above conditions:

Name (please print): _____ Signature: _____

Date: _____ Phone Number: _____

Days/dates available: _____

Emergency contact: _____ Phone Number: _____