

**Volunteers****Appendix A – Volunteer Sign-Off for School Organized Activities****School Volunteers**

Anglophone West School District encourages parents, families, community members, ASD-W employees and former students to utilize their talents and knowledge by serving as volunteers in its schools. When you volunteer your time and your talents, students and schools benefit.

Volunteering can mean - including but not limited to - acting as a coach, organizing special events, serving breakfast or lunch to students, reading to children, or leading an after-school club.

While welcoming volunteer participation, Anglophone West School District is responsible for ensuring a safe and secure environment for all students. In order to ensure your safety and the safety of students, all volunteers must complete this application form and the Policy 701 (Policy for the Protection of Pupils) questionnaire. A criminal record check for the vulnerable sector is also required.

Completion of the form and questionnaire is required for any new volunteers. Collection of personal information on this form is under the authority of the *Education Act* and the *Right to Information and Protection of Privacy Act*. The information provided is confidential and kept on file at the school you have applied to volunteer.

If you have questions about this collection of personal information, contact the *Right to Information and Protection of Privacy Act* coordinator, Anglophone West School District, 1135 Prospect Street, Fredericton, New Brunswick E3B 3B9, Phone (506) 453-5454.



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Volunteer Application Form

Date: _____

Name: _____

Address: _____

Phone: _____ Work: _____

Email: _____

Please check one:

- Parent/Guardian
- Grandparent/Relative
- Community Member
- Former Student
- Employee of ASD-W

I wish to volunteer at _____
(name of school)

I have a child in this school: Yes No

If yes, please provide name/s: _____

Purpose for volunteering: _____

Important Volunteer Policies and Guidelines for School Organized Activities

Must provide a completed criminal record check letter / form (attach).
 You must immediately notify the school principal or the principal’s delegate of any new criminal charges under the Criminal Code of Canada made against you. Until the dismissal of such charges or you are found not guilty, a suspension of your approved volunteer status is imposed.

If during your time as a volunteer with the school indicated above, a criminal charge is made against you or you are found guilty of a criminal offence, Anglophone West School District will share this information (i.e. schools, sports organizations, community groups) without your consent in accordance with the *Right to Information and Protection of Privacy Act*:

28(2) Despite any provision of this Act, whether or not a request for access is made, the head of a public body shall, without delay, disclose to the public, to an affected group of people or to an applicant, information about a risk of significant harm to the environment or to the health or safety of the public or a group of people, the disclosure of which is clearly in the public interest.



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- Must complete Policy 701:** Policy for the Protection of Pupils questionnaire online (<http://701.nbed.nb.ca>) and sign the completed validation questionnaire (attach).
Policy 701 (<http://web1.nbed.nb.ca/sites/ASDW/HR/Policies/Forms/AllItems.aspx>) is intended to protect pupils from non-professional conduct by adults to which pupils may be exposed by virtue of being pupils, including physical, sexual, and emotional abuse and discrimination.
You must read the modules, complete validation questionnaire with 100% accuracy, submit and print off a copy, sign it, and have your principal sign a copy. If access to the internet is not available, information on Policy 701 is available at the Office of the Superintendent.
- Must be familiar with Policy 702:** Tobacco-Free Schools.
Policy 702 (<http://web1.nbed.nb.ca/sites/ASDW/HR/Policies/Forms/AllItems.aspx>) is to provide tobacco-free learning environments for public school students and to assist students in making healthy choices.
- Must be familiar with Policy 703:** Positive Learning and Working Environment
Policy 703 (<http://web1.nbed.nb.ca/sites/ASDW/HR/Policies/Forms/AllItems.aspx>) provides a framework for the Department of Education and Early Childhood Development, school districts and schools to create positive learning and working environments in the public education system. It establishes a process for fostering positive learning and working environments; setting standards for behaviour and discipline and identifying the responsibilities of all partners in the school system; and providing an overview of expected student behaviour in the Provincial Student Code of Conduct.
- If you are transporting students at the request of and as a representative of the school you must review and sign the Volunteer Driver Sign-off for School Organized Activities.
- If you are a parent / guardian assuming responsibility for transporting your own child(ren) to school-organized activities, the Volunteer Driver Sign-off for School Organized Activities is not required.
- I recognize that I have a responsibility to protect the privacy of pupils, parents, members of the public and staff and shall not disclose confidential or personal information acquired by virtue of my position.
- I recognize the school reserves the right to decline my volunteer services without providing me any reason.

Signature of Volunteer

Signature of Principal (or delegate)

Date

Date



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Confidentiality Agreement

Pursuant to the *Right to Information and Protection of Privacy Act* and the *Education Act*, volunteers with the Anglophone West School District will at all times uphold complete confidentiality.

The Anglophone West School District Education Council regards security and confidentiality of data and information to be of utmost importance.

I understand that as a volunteer at _____, ALL student and staff information is confidential. I agree not to access, review, disclose or use confidential student or staff information without specific authorization from a school administrator.

I also understand that even when I am no longer a volunteer with _____, any confidential information I have learned must continue to be kept confidential.

I understand that any breach of these confidentiality requirements will result in my immediate termination as a volunteer and may result in legal action.

I understand that I must comply with all Anglophone West School District policies and school rules applicable to school staff as well as all directions from school administrators and staff while serving as a volunteer.

I understand that as a volunteer I may be reimbursed travel expenses in accordance with the individual school travel policy and reimbursement practices.

I understand that my position as a volunteer does not grant special privileges to any person or group, and I will avoid all other conflicts of interest, which may arise from my position as a volunteer.

I further understand that my authorization to serve as a volunteer may be terminated at the discretion of the superintendent and school principal at any time if they determine it is in the best interests of the school or the students.

Volunteer's Name (Please Print) _____

Volunteer's Signature _____

Date _____

School Name _____