Preparing Today's Learner for Tomorrow

Board Governance Policy Cross Reference: 1, 7, 12, 13

Administrative Procedures Cross Reference:

Confidential Information

Form Cross Reference:

Pledge of Confidentiality

ICT Acceptable Use Agreement - Volunteers

- 5. Volunteers will always be supervised by a teacher or school staff member when carrying out his/her duties.
- 6. Volunteers must not be assigned tasks, which would violate the privacy of students or their families, or be permitted access to student records, with the exception of contact information that may be required as part of the assigned task.
- 7. When a volunteer will be under the direct supervision of a teacher or administrator, the Principal or designate must approve the volunteer.
- 8. All volunteers are required to submit a Criminal Record/Vulnerable Sector Check and Child Abuse Registry Check before being assigned.
- 9. An orientation should be conducted by the Principal or designate (e.g. teacher) and should include a review of relevant and applicable policies and procedures, including <u>Confidential Information</u>. All volunteers must sign a <u>Pledge of Confidentiality</u>.
- 10. All volunteers are required to complete the Respect in Schools training program prior to being assigned. https://mbed-school.respectgroupinc.com
- 11. A Volunteer Handbook is to be provided at orientation (See sample guidelines in Appendix A Volunteer Guidelines). In addition, a <u>Volunteer Agreement</u> must be signed and placed on file at the school. If applicable, the <u>ICT Acceptable Use Agreement-Volunteers</u> should be signed by volunteers who are provided with access to Division ICT resources.
- 12. Dependent on a volunteer's assignment, schools need to provide volunteers with information on:

fire evacuation procedures emergency responses (evacuation, lockdown, etc.) handling medical emergencies location of defibrillators

17. Complaints about volunteers will be handled by the school Principal or designate responsible for volunteers.
18. A volunteer's services may be terminated at the discretion of the Principal.
19.

4.	If a Volunteer has a problem with a student, they should redirect the