

**WESTERN SCHOOL DISTRICT**

**Appendix B**

**VOLUNTEER AGREEMENT**  
(not to be amended)

*Thank-you for offering you time and skills to support student learning!*

Name of Volunteer: \_\_\_\_\_ Volunteer Position \_\_\_\_\_

School: \_\_\_\_\_ Class \_\_\_\_\_ Reports to: \_\_\_\_\_

Certificate of Conduct:  Not required for this position  Required and attached

**As Principal or designate, I agree to:**

- provide for the orientation and ongoing supervision of the volunteer (in accordance with the District Volunteer Policy)
- inform the volunteer, where possible, of all school schedule changes.
- ensure that an education professional from the district is onsite and responsible for the overall supervision and evaluation of volunteers. Supervision will be based on whether it is a low, medium, and high risk setting.
- ensure that volunteers are neither responsible for the supervision of students or delivery of program without teacher direction, nor be involved in any evaluation of students or school personnel or program
- ensure that volunteers are not given access to personal information regarding students or staff, unless it is essential to the performance of their duties
- Ensure that all forms and personal information collected through the volunteer screening process will be treated as confidential, and will be collected, maintained, used, disclosed and disposed of in accordance with the Western School District Privacy Policy.

**As a Volunteer, I agree to:**

- perform duties as assigned with no expectation of remuneration
- notify the appropriate person at school as soon as possible when circumstances necessitate my absence
- respect the confidentiality of all information about students and teachers, and ensure that this information is used only in the context of the volunteer activity and not for any other purpose.
- neither discipline nor evaluate students, but will report concerns to supervisor
- treat others with dignity and respect
- follow dress and behaviour codes as established by the school
- abide by all Western School District policies and procedures

I have been made aware that volunteers are insured under the General Commercial Liability Policy while acting at the direction of, and within the scope of their duties for the Western School District. I am also aware that the Board's insurance does not include a loss of income provision should the volunteer sustain an injury that prevents him/her from resuming normal employment.

**Acknowledgement**

Volunteer's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal or designate: \_\_\_\_\_ Date: \_\_\_\_\_