



PHRD Volunteer Code of Conduct - PART B

This Code of Conduct has been formulated to clarify the type of conduct that is expected of volunteers participating in programs and activities in schools.

When participating in programs and activities in PHRD schools volunteers are expected to:

1. Observe similar standards of behaviour and ethical conduct to those required of School staff. For example, you are expected to act within the law, be honest, fair and respect other people (including students). Use appropriate language.
2. Appreciate that the principal is the spokesperson for the School.
3. Appreciate that students have rights and aspirations. Treat students with dignity and respect.
4. Observe confidentiality in respect of all information gained through your participation as a volunteer/visitor. All information held by schools should be handled with care. Some information is especially sensitive. Sensitive and/or personal information requires additional caution in the way it is treated. For example, you should not discuss or disclose to others personal information about students, staff or students' parents or careers. Make appropriate and thoughtful decisions.
5. Respect the right of the teacher to discipline children
6. Accept and follow directions from the principal/teacher/supervisor/contact person and seek clarification where you may be uncertain of tasks or requirements. Report irregularities to the person in charge.
7. Observe safe work practices which avoid unnecessary risks, apply reasonable instructions given by supervisors, and report to the supervising staff and school administration any hazard or hazardous practice in the workplace.
8. Report any problems as they arise to your supervisor/contact person, including incidents, injury or property damage.
9. Where you have access to school resources, avoid waste or extravagance and make proper use of the resources of the school/department.



Pledge of Confidentiality - PART C

Pembina Hills Regional Division No. 7 has a moral and legal responsibility to provide a safe and caring environment for our students including maintaining a high degree of confidentiality.

This is to certify that I, _____
(please print volunteer name)

understand that any information (written, verbal or in any other form) obtained during the performance of my duties at any and all Pembina Hills Regional Division No. 7 schools must remain confidential.

This includes all information about students, employees and contract staff members, as well as any information otherwise marked or known to be of a confidential nature.

I understand that any unauthorized release of, or careless handling of, confidential information is considered a breach of this pledge.

I further understand that any breach of the duty to maintain confidentiality could be grounds for immediate dismissal and/or possible personal liability in any legal action arising from such breach.

Date

Signature of Volunteer

Signature of Witness



School Volunteer Agreement - PART D

School: _____

Class or location: _____

Volunteer directly responsible to: _____

1. Duties and responsibilities:

2. Criminal Record Check: Required and completed Not required for position
 Intervention Record Check: Required and completed Not required for position

3. Time Commitment:

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Afternoon					
Other					

4. Starting Date: _____

5. Absence: Procedure for reporting absence:

6. The volunteer agrees to:

- a. Respect the confidentiality of all information that may be received regarding any pupils or staff while a volunteer;
- b. Notify the appropriate person at school as soon as possible when circumstances necessitate his/her absence (either planned holidays, illness, etc.);
- c. Act in accordance with the norms and expectations of the school as provided in the orientation to the school.