



PHRD Volunteer Registration - PART A

To assist schools in providing a safe and caring environment and a positive educational climate, volunteers must complete a PHRD Volunteer Registration form. Completing this registration will assist our school staff in acknowledging the contributions of PHRD volunteers. A form must be completed by all volunteers for each school year.

This form must be completed, to enable the school in which you volunteer to exercise control over who should or should not be involved with the children.

NAME: \_\_\_\_\_
Mr./Mrs./Ms./Miss Surname Given Names

Mailing Address: \_\_\_\_\_

Telephone No: \_\_\_\_\_
Work Home

Please list at least two references with whom the school may contact:

Table with 3 columns: Name, Phone No., Cell No.

Do you currently have a criminal record? Yes \_\_\_\_\_ No \_\_\_\_\_
Do you have any outstanding criminal charges against you? Yes \_\_\_\_\_ No \_\_\_\_\_
Have you ever been granted a pardon which was subsequently revoked? Yes \_\_\_\_\_ No \_\_\_\_\_

Dependent on the level of risk, and determined by the school administration, volunteers may be required to provide a criminal record and a child welfare check prior to their volunteer experience. If a criminal record check has not been requested, and if there is any change, School Administration must be advised.

As a community volunteer, we would like to advise you of the following:

- 1. That confidentiality is of the utmost importance in the school setting in order to ensure that the dignity and worth of students, parents, volunteers and school staff is honoured.
2. That any information collected, used, generated, and stored by the Pembina Hills Regional Division No. 7 including student, instructional, financial, or administrative information is strictly confidential and is to be used only in the performance of volunteer duties.
3. You are required to report any changes to your criminal record status to Pembina Hills Regional Division No. 7.

I have read and understood the above expectations for Volunteers in Pembina Hills Regional Division No. 7 Schools.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

School: \_\_\_\_\_ Date: \_\_\_\_\_

School Administrator Name: \_\_\_\_\_ School Administrator Signature: \_\_\_\_\_

This information is collected under the Authority of the Freedom of Information and Protection of Privacy Act Section 33 (c). This information will be used to identify practices or conditions which may affect the safety and care of individuals. For further information you may call the Principal or FOIP Coordinator at 674 – 8500.



## 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.



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### 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
<b>Morning</b>					
<b>Afternoon</b>					
<b>Other</b>					

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.