

## APPENDIX B



## SCHOOL / VOLUNTEER AGREEMENT

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

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

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

Duties and Responsibilities: \_\_\_\_\_

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

- provide both initial orientation and ongoing training and support for the volunteer
- 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
- inform the volunteer in advance of all school schedule changes.

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

- perform duties as assigned by Board staff, with no expectation of remuneration or credit
- respect the confidentiality of all information made known to me regarding students or staff
- neither discipline, nor evaluate students
- notify the appropriate person at school as soon as possible when circumstances necessitate my absence
- abide by all HWDSB policies and procedures
- follow dress and behaviour codes as established by the school.

*I have been made aware that Hamilton-Wentworth District School Board does not provide accident insurance or Workers' Safety Insurance Board (WSIB) coverage to volunteers.*

**Acknowledgement**

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

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

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

- ☐ **The Volunteer has provided the Principal or designate with a Vulnerable Sector Screening dated within the last six months and it has been reviewed.**

APPENDIX C



Offence Declaration Form

Name:	Birth Date:
Volunteer Position(s):	Location(s) of Volunteering Activities in HWDSB:

**I DECLARE**, since the last Criminal Background Check reviewed by Hamilton-Wentworth District School Board or since the last Offence Declaration given by me to Hamilton-Wentworth District School Board, that:

I have **no** convictions under the *Criminal Code of Canada* up to and including the date of this declaration for which a pardon has not been issued or granted under the *Criminal Records Act (Canada)*.

This declaration is dated at City of Hamilton this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

SIGNATURE:  
  
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