**Attachment 3**

**PR.555.SCO**

# School/Volunteer Agreement

School:

Class (or Location):

Volunteer directly responsible to:

1. **Duties and responsibilities:**

2. **Police Records 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 and refrain from releasing that information to any person in accordance with the Municipal Freedom of Information and Protection of Privacy Act;

 b) abide by OCDSB Procedure PR.538.IT: Electronic Communication Systems regarding appropriate access to and use of the Internet;

 c) notify the appropriate person at school as soon as possible when circumstances necessitates his/her absence (either planned holidays, illness, etc.);

 d) act in accordance with the norms and expectations of the school as provided in the orientation to the school.

 **The School agrees to:**

 a) provide both initial orientation and ongoing training and support for the volunteer;

 b) show respect and appreciation by giving the volunteer a suitable assignment in line with his/her area of interest and skills;

 c) inform the volunteer in advance of all schedule changes (holidays, special events, etc.).

 Signed:

 Date Volunteer

 School/Board Staff