

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

Volunteer Information

Name of Volunteer	
Volunteer Position	
School	
Class	
Reports to	

Duties and Responsibilities

Please describe the volunteer's duties and responsibilities below:

References (if required)

Name of Reference	Employer/Relationship	Position/Activity	Phone No.
_____	_____	_____	_____
_____	_____	_____	_____

Principal/Designate Responsibilities

- Provide initial orientation and ongoing training/support for the volunteer
- Ensure volunteers do not supervise students or deliver programs without teacher directions
- Ensure volunteers are not involved in evaluation of students or staff
- Ensure volunteers do not access personal information unless essential for duties
- Inform the volunteer in advance of all school schedule changes

Screening & Consents

Reference Checks Completed: Yes No

Police Vulnerable Sector Screening (if required): Are you willing to provide this document? Yes No

Allegations Regarding Safety/Conduct: Are you currently facing, or have you ever faced, allegations of sexual abuse or harassment? Yes No

Offence Declaration: Declaration has been signed off for the new school year? Yes No

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

Acknowledgement & Confidentiality

- The Principal/Designate may contact the references I have provided to obtain information regarding my suitability for volunteer activities.
- Complete assigned tasks without pay or academic credit
- Maintain confidentiality of all information regarding students or staff
- Do not discipline or evaluate students
- Notify the school promptly if unable to attend
- Follow HWDSB policies and procedures
- Adhere to school dress and behaviour codes

I acknowledge that HWDSB does not provide accident insurance or WSIB coverage to volunteers.

Volunteer's Signature	
Date	
Principal or Designate	