



Letter of Understanding (Volunteers)

Adult Volunteers

Thank you for your time and commitment to helping us at the school. The children will greatly benefit from your efforts. Our school values are respect, compassion, integrity and perseverance. We feel it is important for all adults working in our building to model these values for the children. You can help with this by following these guidelines.

- Remember that everything you hear or see regarding the students is confidential
- If you cannot make your scheduled time please let us know
- Treat all members of our school community with respect.
- Please wear your name tag while on the school grounds and in the school.
- You are working under a staff member's direction. Consult with that staff member before initiating activities.
- Please inform the supervising teacher of any concerns regarding student behaviour.
- Please be assured that information given by you will be kept confidential.

As a volunteer in our school you are in a position of trust and as such it is essential that privacy and confidentiality are maintained. Our children's safety is of prime concern to us. If children's safety or trust is compromised we will find it necessary to ask you to relinquish your volunteer status. Your continued efforts and assistance are greatly appreciated. We look forward to working with you.

Thank you for your support.
Staff Member Signature
I have read and am willing to follow these guidelines. I agree to a reference check and/or Abbotsford Police Information Check should the principal of the school deem it necessary.
Volunteer Signature
Date:

NOTE: Please also read and sign the **Confidentiality Understanding – Parent Volunteers and Non-Employees Form** (AP 416-4)

AP 416-2 Volunteer Application Form

School	Year:	(must be completed each	school year)			
Name:						
Addres	ss:					
Phone	:					
	a child in this school: Yes - (name/s) No		_			
Areas	of Expertise and Interest:					
	Driving Field Trips Coaching - (sports) Special Events		Fundraising Food Days Library Office Help Classroom Events			
 I agree to a reference check and/or Abbotsford Police Information Check (APIC), as the principal deems necessary. I have already had an APIC done at the following Abbotsford School District school as noted. I have never been convicted of an offense involving children/violence/illegal substances. I have never been refused permission to volunteer previously. 						
Applicant Signature:						
For Of	fice Use Only					
	☐ High ☐ Medium ☐ Low pproved					
_ ''						
Princip	Principal's Signature:					

AP 416-3 Risk Factor Protocol

Levels of Volunteerism:	Screening Process:	
 Low Risk always under the direction/observation of school based staff (eg: reading with children in the classroom; working in school office or teachers' workroom) P.A.C. related activities (eg: fund raisers, social nights, hot dog days) 	- completion of volunteer application form including signature on letter of understanding - option of Abbotsford Police Information Check (APIC) - publication of volunteer list	
 Medium Risk usually under the direction/observation of school based staff easily observed while working with student (eg: assisting in computer lab; working in a seminar room with one or more students; field trips, transporting a group of students 	Completion of volunteer application form including signature on letter of understanding option of: reference check option of APIC publication of volunteer list option of orientation meeting	
 High Risk -direct responsibility for students (eg: coaches, drivers (for field trips), etc.) likely to be alone with students (eg: overnight field trips, coaching, transporting single student other than own child 	- completion of volunteer application form including signature on letter of understanding check references, interview applicant and conduct period checks with volunteer and school staff - APIC must be completed - publication of volunteer list - orientation meeting required	

AP 416-4 Confidentiality Understanding – Parent Volunteers and Non- Employees

Name:	Name: Position:			
A public body must protect personal in security arrangements against such risk Personal information is any information information.	ks as unauthorized access, collection,	use, disclosure or disposal.		
All individuals with access to records, d verbal, electronic, etc.), which contain maintaining the integrity and confident (unauthorized disclosure) of the Freedo offence.	personal or confidential information, tiality of those records. A person who	are responsible for contravenes section 30.4		
Confidential records are created with a the Abbotsford School District except t Confidential records include records coinformation, District information that a purposes.	hose persons who require the records ontaining information about student in	s for a legitimate purpose. nformation, employee		
Individuals who have access to persona	al or confidential information:			
 Must acknowledge that they understand the obligation to protect the personal and confidential information of the District. Must not release personal or confidential information to any person without the express consent 				
 of the school district. 3. Must only make use of personal or confidential information for the purpose for which it was disclosed to them. 4. May not make any copies of any records containing personal or confidential information and to return any records provided to them in the course of acting as a volunteer to the District 				
Please sign the statement below.	0			
I have read and understand and will ad	here to the above policy.			
Name (Please print)	Signature	Date		
Witness (Please print)	Signature	 Date		