



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: _____

Address: _____

Phone: _____

I have a child in this school:

- Yes - (name/s) _____
- No

Areas of Expertise and Interest:

- | | |
|---|---|
| <input type="checkbox"/> Tutoring (subject/s) _____ | <input type="checkbox"/> Fundraising |
| <input type="checkbox"/> Driving | <input type="checkbox"/> Food Days |
| <input type="checkbox"/> Field Trips | <input type="checkbox"/> Library |
| <input type="checkbox"/> Coaching - (sports) _____ | <input type="checkbox"/> Office Help |
| <input type="checkbox"/> Special Events | <input type="checkbox"/> Classroom Events |
| <input type="checkbox"/> Other: _____ | |

Times available: _____

- 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 Office Use Only

Level of Risk:

- High
- Medium
- Low
- Approved
- Not Approved - (reason): _____

Principal's Signature: _____

AP 416-3 Risk Factor Protocol

Levels of Volunteerism:	Screening Process:
<p>Low Risk</p> <ul style="list-style-type: none"> - 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) - 	<p>Low Risk</p> <ul style="list-style-type: none"> - completion of volunteer application form including signature on letter of understanding - option of Abbotsford Police Information Check (APIC) - publication of volunteer list
<p>Medium Risk</p> <ul style="list-style-type: none"> - 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) 	<p>Medium Risk</p> <ul style="list-style-type: none"> - 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
<p>High Risk</p> <ul style="list-style-type: none"> -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) 	<p>High Risk</p> <ul style="list-style-type: none"> - 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

