

**DURHAM DISTRICT SCHOOL BOARD
VOLUNTEER EXPECTATIONS AND CONFIDENTIALITY AGREEMENT FORM**

1. I have been provided with a Volunteer Application form and Responsibility Agreement (Appendix A and B). I understand that it is my responsibility to become familiar with and act in accordance with its contents. This could include attendance at an orientation session at the school if provided.
2. I will notify the school if an absence is unavoidable.
3. I will follow all applicable legislation and DDSB policies/procedures (including and not limited to the Code of Conduct, Indigenous Education, Human Rights, and Safe and Respectful Workplace policies and procedures) and the policies/procedures of my assigned school (i.e., signing in procedures when required).
4. I agree to have my name and telephone number available to the school office.
5. I agree to treat every student, staff, and other individuals in the school learning environment with dignity and respect and ensure their wellbeing.
6. I will follow instructions from supervising staff and administration.
7. I am aware that I will be a role model for students. I will maintain the highest standards of ethical behavior and integrity.
8. I will seek guidance and support from staff or administration if directions are not clear or unforeseen difficulties arise.
9. I have been instructed on Health & Safety Guidelines for the volunteer duties I am undertaking, and I agree to follow all safety rules. I understand that the Board does not carry WSI or Personal Accident Insurance for volunteers. The Board does have Third Party Volunteer Driver Insurance. When in doubt about the safety of an activity, I will ask an appropriate board employee before undertaking a task.
10. I commit to maintaining strict confidentiality and security of all students, staff, and school information, use such information only for its intended purpose, and return all related documents to the teacher or supervisor at the conclusion of the volunteer activity. I understand that this confidentiality obligation continues even after the volunteer placement ceases.
11. I understand that volunteer assignments can be terminated by the principal at any time during the school year.

VOLUNTEER AND CONFIDENTIALITY AGREEMENT

☐ I have read, understand, and agree to the Volunteer Expectations listed above.

Volunteer's Name: *(first name)*

(last name)

Volunteer's Signature: _____ **Date:** _____
