

### DURHAM DISTRICT SCHOOL BOARD VOLUNTEER RESPONSIBILITIES & AGREEMENT

- 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 complete and sign a Volunteer Application form (Appendix A) and the Volunteer Responsibilities and Agreement (Appendix B).
- 3. I will provide a Criminal Reference Check (Appendix C) including the vulnerable sector component or the Offence Declaration (Appendix D) as required.
- 4. I will notify the school if an absence is unavoidable.
- 5. I will follow the code of conduct and policies of my assigned school (i.e., signing in procedures when required).
- 6. I agree to have my name and telephone number available to the school office.
- 7. I agree to respect every individual student, and ensure the wellbeing of individuals.
- 8. To will follow instructions from supervising staff and administration.
- 9. I am aware that I will be a role model for students. I will maintain the highest standards of ethical behavior and integrity, including in particular confidentiality of all information about students, staff and school.
- 10. I will seek guidance and support from staff or administration if directions are not clear or unforeseen difficulties arise.
- 11. 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.
- 12. I understand that volunteer assignments can be terminated by the principal without appeal at any time during the school year.

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### VOLUNTEER AGREEMENT

I agree to act in accordance with the responsibilities listed above.

**Volunteer's Name:** \_\_\_\_\_ **Volunteer's Phone:** \_\_\_\_\_  
*(first name)* *(last name)*

**Volunteer's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Principal's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**School Name:** \_\_\_\_\_ **School Phone:** \_\_\_\_\_

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