

New Horizons School
VOLUNTEER REGISTRATION AND CONFIDENTIALITY UNDERTAKING

Information Disclosure

Information collected shall remain in the school, and is collected and retained in accordance with the *Freedom of Information and Protection of Privacy Act*. The information will be used solely to determine your suitability as a volunteer for New Horizons School and to allow staff members to contact you. Only the principal or people designated by the principal will have access to the information.

Name of applicant: _____

Mailing address: _____

Home phone: _____ Business or Cellular phone: _____

I, _____, agree to act as a volunteer with New Horizons School with the understanding that:

- I shall keep confidential all personal and confidential information of students and teachers which I may access or become aware of in the course of my service;
- I shall not disclose any such information to any individual without authorization from an appropriate classroom teacher or principal of New Horizons School;
- I shall not collect any personal information from individuals without being expressly authorized to do in advance by an appropriate official of New Horizons School;
- Any records created by me in the course of my volunteer service are the property of New Horizons School; and
- I shall relinquish to New Horizons School all control to any such records immediately upon completion of my service or when directed by an official of New Horizons School to do so.

As a volunteer, you will be expected to

Accept and understand the children with whom you come into contact. Strive for acceptance of all the children. Some of our children have special needs which are not evident to others. In the interests of privacy, volunteers may not be aware of these needs. If you are unsure of how to respond to a particular student, please check with the teacher. Some of these special needs mean that a child may exhibit differences in their level of attention, self-control, and social skills. Respect others and honour the diversity of people and their perspectives.

Take note of and become familiar with general school rules and procedures so that you may provide a positive role model to the students. This will also assist you to more comfortably deal with the children.

Report to the teacher or principal student when you have a student concern. While volunteers may intervene and redirect students so that they behave in an appropriate and safe manner, please be aware that instructing and disciplining students are the responsibilities of the school staff.

Applicant's Signature: _____ Date: _____

CONTINUED ON REVERSE SIDE

CRIMINAL RECORD AND CHILD WELFARE RECORD DECLARATION

1. Have you ever been charged or convicted of an offence under the *Criminal Code, Narcotic Control Act, Controlled drugs and Substances Act, Food and Drugs Act, or the Firearms Act of Canada*, or the criminal laws of this or any other country? (Individuals who have been granted pardons are not required to respond “Yes” to this question.)
Yes _____ No _____

2. Have you ever been the subject of an investigation or order under the *Child Welfare Act or Child, Youth, and Family Enhancement Act*, or equivalent legislation in any other province or country?
Yes _____ No _____

3. I agree to notify the Principal if, during the course of the year, my circumstances change requiring a new Declaration to be signed.

If the answer to either question 1 or 2 is “Yes”, New Horizons School requires that you provide a Criminal Records Check and Child Welfare Check. Based on the results, the principal may deny your volunteer application. You may appeal this decision to the Superintendent. The result of this decision is final.

Applicant’s Signature: _____ Date: _____

Principal’s Signature: _____ Date: _____
(Indicates approval as per NHS Board Policy)