

This is an important notice. Please have someone translate it for you.

ਇਹ ਇਕ ਜ਼ਰੂਰੀ ਨੋਟਿਸ਼ ਹੈ। ਇਸ ਦੀ ਟਰਾਂਸਲੇਸ਼ਨ (ਅਨੁਵਾਦ) ਕਰਵਾਉ ਜੀ।



Harry Sayers
Elementary School

Harry Sayers Volunteers,

As we move ahead with the current school year, I would like to take some time to help guide those of you interested in volunteering at Harry Sayers. Below is important information for volunteering at our school.

Name of Volunteer: _____ Parent Email: _____

Name of your Child(ren): _____ Grade Level (s): _____

- Do you have a child at the school? Yes or No
- What is your purpose to be at the school? Field Trips? Coaching? Hot Lunch? PAC Events?

Checklist to complete for all Volunteers:

- 1) All Volunteers must have a Criminal Record Check (CRC) completed at the School Board Office (SBO) prior to starting at Harry Sayers. To do so, please book an appointment to go in to the SBO to fill out the Volunteer Consent form and provide 2 pieces of valid ID.
email criminal.check@abbyschools.ca. Volunteer CRCs are free of charge. You will not be given a copy of the CRC nor does the school have a copy of it.

_____ check when complete Criminal Check Expiry: _____

_____ **Initials of School Staff to confirm completion**

- 2) All staff and volunteers are required to read the Communicable Disease guidelines and complete the on-line training and quiz (SWAY training) prior to starting. A link to do so will be provided from Mr. Colbert once the CRC process has been completed.

_____ check when complete (confirmation sent to SBO when quiz completed)

_____ **Initials of School Staff to confirm completion /training has been sent** _____

- 3) Please fill out the Abbotsford School District Volunteer Form AP 416-2, 416-4 & School Letter

_____ check when ALL complete _____ **Initials of School Staff to confirm completion**

I can confirm all the above is completed and volunteer is ready for the 2022-23 school year.

Ryan Colbert Principal

Thank you for your interest in volunteering at Harry Sayers Elementary. Should you have any questions, feel free to call the office at 604-852-9665 or email Mr. Colbert at ryan.colbert@abbyschools.ca.

Sincerely,
Mr. Colbert Principal Harry Sayers Elementary



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 motto is "The mission of the Harry Sayers community is to inspire in students a love of learning a quest for knowledge and respect for themselves and others. 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

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 Help |

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 416-4 Confidentiality Understanding Parent Volunteers and Non-Employees

NAME: _____ POSITION: _____

A public body must protect personal information in its custody or under its control by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or disposal. Personal information is any information that is about an identifiable individual excluding their contact information.

All individuals with access to records, documents or information (in whatever format, i.e. hard copy, verbal, electronic, etc.), which contain personal or confidential information, are responsible for maintaining the integrity and confidentiality of those records. A person who contravenes section 30.4 (unauthorized disclosure) of the Freedom of Information and Protection of Privacy Act, commits an offence.

Confidential records are created with an expectation that they will not be disclosed to anyone outside of the Abbotsford School District except those persons who require the records for a legitimate purpose. Confidential records include records containing information about student information, employee information, District information that are meant to be used internally and only disclosed in very limited purposes.

Individuals who have access to personal or confidential information:

1. Must acknowledge that they understand the obligation to protect the personal and confidential information of the District.
2. 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.

I have read and understand and will adhere to the above policy.

Name (Please print)

Signature

Date

Witness (Please print)

Signature

Date