

APPENDIX I
VOLUNTEER REGISTRATION FORM

Christ The Redeemer Catholic Schools (CTR) appreciates the services of all of its volunteers. In order to ensure the safety of students, all volunteers in our schools need to be approved by the principal of that school. A volunteer is someone who assists school and/or students either in curricular or extra-curricular activities and includes volunteer drivers. The information collected on this form will be held in strict confidence.

If you are under 18 years of age your parent or guardian must sign this form.

Name of school or department: _____

Name: _____

Phone: _____ Email: _____

Mailing Address:

Do you have children or grandchildren registered in this school?

If yes, please list by name and grade:

Name: _____ Grade: _____

Name: _____ Grade: _____

Name: _____ Grade: _____

If not, would you please list at least two references with whom the school may check:

Name: _____ Phone: _____

Name: _____ Phone: _____

VOLUNTEER GUIDELINES AND EXPECTATIONS

Do you have a criminal record for which you have not received an official pardon?

In making the decision to volunteer in CTR Catholic's schools, it is critical for volunteers to understand the following guidelines and expectations:

1. That school volunteer service is permitted at the discretion of the principal.
2. Volunteers shall at all times act in accordance with Division policies and regulations, school policies and rules, and endeavor to conduct themselves in such a manner to be in keeping with the Division's vision, mission and fundamental beliefs.
3. That confidentiality is of the utmost importance in the school setting in order to ensure that the dignity and worth of students, parents, volunteers and school staff is honoured. A volunteer must not share information about students, staff, or other volunteers with other people.
4. Volunteers may not disclose, communicate, publish, take, alter, copy, interfere with or destroy any information unless specifically authorized to do so by the teacher or principal.
5. That the teaching and administration staff are responsible for student learning and discipline.
6. If a volunteer has a concern, he/she should bring the matter forward to the appropriate school staff or school administration. For example, if a volunteer has a concern with a student, he/she should redirect the matter to the student's teacher or speak with school administration. If a volunteer has a concern with a teacher, he/she should discuss the matter first with that teacher, and if necessary, speak with school administration.
7. All volunteers who are to be assisting with school activities at a school on any given day shall register at that school office at the beginning of each day.
8. All volunteers shall be directly supervised by school personnel. When direct supervision is not possible, a criminal check shall be requested. This includes a) all community coaches, b) field trips and activities involving the supervision of students where division staff members are not in attendance at all times, c) any overnight field trip supervisors, and d) volunteers driving students in division or non-division owned vehicles.
9. All individuals, including minors under the age of eighteen, assuming volunteer activities with a school, shall be required to advise and declare in writing whether or not they now have or have ever had a criminal record, prior to assuming any volunteer duties.
10. If in the course of volunteering with the school, a volunteer is charged with an offence under the Criminal Code of Canada, the volunteer must immediately notify the principal of all criminal charges laid, excluding minor traffic offences unless the volunteer is engaged in activities involving the use of a motor vehicle.
11. Volunteers are expected to support the moral teachings of the Catholic Church in respect to the value of every human person and the enhancement of healthy lifestyle choices.

By signing this volunteer registration form, I agree to the conditions outlined above.

Signature: _____ Date: _____

Parent/Guardian signature [if volunteer is under 18 years of age]:

Signature: _____ Date: _____

The information collected on this form is personal information as referred to in the Freedom of Information and Protection of Privacy Act. This personal information is collected pursuant to the provisions of the School Act and pursuant to section 33(c) of the F.I.O.P.P. Act as the collection is related directly to and is necessary to a school board's obligation to provide a safe and secure school environment. If you have any questions or concerns regarding the collection and intended purposes, please contact the F.O.I.P.P. Coordinator at 301-23 Riverside Dr, Box 1318. Okotoks, AB T1S 1M3 or telephone (403) 938-2659.

APPENDIX II
VOLUNTEER CONFIDENTIALITY
NON-DISCLOSURE AGREEMENT

CONFIDENTIALITY AGREEMENT (the "Agreement")

BETWEEN:

CHRIST THE REDEEMER CATHOLIC SCHOOLS

("CTR")

OF THE FIRST PART

-AND-

(PLEASE PRINT FULL NAME)

("Volunteer")

OF THE SECOND PART

The business of Christ The Redeemer Catholic Schools is to educate in a Catholic faith-based environment. In the course of providing educational services to students CTR will be provided with certain information from students and their families and will be adding to and creating additional information about and concerning these students all of which shall be treated and considered as "Confidential Information". In addition to this, the Volunteer may come across school and jurisdiction business which is privileged, and it too shall be treated as "Confidential Information". CTR is bound by FOIP (Freedom of Information and Protection of Privacy Act R.S.A. 2000 Chapter F-25) and has a duty to protect the confidential nature of this information.

By signing this agreement the Volunteer acknowledges and agrees that all Confidential Information provided to the Volunteer or to which you are provided access by CTR or which is collected on behalf of CTR or inadvertently obtained by the Volunteer from CTR shall remain confidential and will not be disclosed to any other person or persons who are not authorized to receive this information unless permission to disclose such information has been granted in writing by CTR.

If the Volunteer is unclear or uncertain as to whether certain information is "Confidential Information" or whether a person asking or seeking to receive such Confidential Information is authorized to do so, then the Volunteer shall direct all such inquiries to the administration offices of CTR and ask to speak to an Associate Superintendent.

Failure to comply with the provisions of this Agreement may lead to the suspension of volunteer activities at the school.

Signature of Volunteer _____ **Date** _____

Signature of Principal _____ **Date:** _____

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