



RIVER VALLEY SCHOOL VOLUNTEER CODE OF CONDUCT FORM

As a Volunteer, your role and responsibilities in River Valley School are:

1. **UNDERSTAND** that your role is a supportive one. The teacher and Head of School are completely in charge. If the teacher leaves the room, the teacher in the next room assumes responsibility.
2. **MAINTAIN STUDENT CONFIDENTIALITY AT ALL TIMES.** Do not discuss any student with anyone except teachers or school administration.
3. **USE** good judgment and avoid any compromising situations. Never be left alone with one student out of view of other people. Always keep the door open.
4. **FOLLOW** volunteer guidelines and practices. Physical or verbal discipline is absolutely prohibited. Ask the teacher or school administration for assistance when needed.
5. **IMMEDIATELY REPORT** to staff, any physically abusive or inappropriate behaviour towards students.

Volunteers Take Pride in Being Professional

1. **MAINTAIN** a constructive attitude. Always keep comments positive about the school, its personnel or the students to other volunteers or individuals outside the school.
2. **BE PROMPT** and consistent in your attendance. Teachers and students depend on volunteers.
3. **NOTIFY** the school as soon as possible should you be running late or if you will be absent.
4. **SIGN IN AND OUT** every day at the reception desk.
5. **ESTABLISH** and maintain good communication with your classroom teacher.
6. **NEVER** be under the influence of drugs or alcohol. Smoking is not permitted on school grounds.
7. **DO NOT** lend or solicit money for other organizations while on school grounds.
8. **DO NOT** use the internet or school resources inappropriately.

Health and Safety Are Always Important

1. **ALERT** school staff immediately if any student has an accident while working with you.
2. **REFER** any student in need of First Aid or any type of medication to the teacher or a staff member.
3. **FOLLOW** all school rules and LEARN fire drill and lockdown drill procedures.
4. **NOTIFY** school administration of any accident you have while on school grounds. It may be necessary to submit a written incident report.
5. **ALERT** the teacher before volunteering in school if you have, or have recently been exposed to, a communicable disease.

****Relationships developed with children at school need to remain at school. ****

****Volunteers should never be left alone with a child.***

Volunteer's Signature

Date

Print Volunteer's Name



RIVER VALLEY SCHOOL VOLUNTEER WAIVER AND RELEASE FORM

I, _____ (the Volunteer) desire to volunteer at River Valley School and engage in the activities related to the students and school.

I hereby voluntarily, execute this Volunteer Waiver under the following terms:

1. I, the Volunteer, release and hold harmless RIVER VALLEY SCHOOL and its successors and assigns from any and all liability, claims, and demands of whatever kind or nature, either in law or in equity, which arise or may hereafter arise from my volunteer time with RIVER VALLEY SCHOOL.
2. I understand that this Waiver discharges RIVER VALLEY SCHOOL from any liability or claim that I, the Volunteer, may have against RIVER VALLEY SCHOOL with respect to bodily injury, personal injury, illness, death, or property damage that may result from my participation at RIVER VALLEY SCHOOL. I also fully understand that RIVER VALLEY SCHOOL does not assume any responsibility for or obligation to provide financial assistance or other assistance, including but not limited to medical, health or disability insurance, in the event of injury, illness, death or property damage.
3. I, the Volunteer, understand that I expressly waive any such claim for compensation or liability on the part of RIVER VALLEY SCHOOL beyond what may be offered freely by the representative of RIVER VALLEY SCHOOL in the event of such injury or medical expense.
4. I hereby release RIVER VALLEY SCHOOL from any claim whatsoever which arises or may arise in the future on account of any first aid treatment or other medical services that are conducted in connection with an emergency during my time with RIVER VALLEY SCHOOL.
5. I understand that my time at RIVER VALLEY SCHOOL may include various activities that may be hazardous to me and I hereby expressly and specifically assume the risk of injury or harm in these activities and release RIVER VALLEY SCHOOL from all liability for injury, illness, death, or property damage resulting from the activities of my time with RIVER VALLEY SCHOOL.
6. I grant unto RIVER VALLEY SCHOOL all rights, title, and interest in any and all photographic images and video or audio recordings that are made by RIVER VALLEY SCHOOL during my volunteer time with RIVER VALLEY SCHOOL, including, but not limited to, any royalties, proceeds, or other benefits that are derived from such photographs or recordings.
7. I expressly agree that this Waiver is intended to be as broad and inclusive as permitted by the laws of the Province of Alberta in Canada, and that this Waiver shall be governed by and interpreted in accordance with the laws of the Province of Alberta. I agree that in the event that any clause or provision of this Waiver shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Release, which shall continue to be enforceable.

Volunteer's Signature

Date

Print Volunteer's Name



RIVER VALLEY SCHOOL VOLUNTEER PRIVACY AGREEMENT

PURPOSE

River Valley School Society is responsible for maintaining information that may be privileged, confidential and/or exempt from disclosure under public law. River Valley School Society uses and discloses personal information in accordance with the provisions of Alberta's Freedom of Information and Protection of Privacy (FOIP) Act.

The purpose of this agreement is to outline the conditions relating to access and use of records (information in any form including books, documents, maps, drawings, photographs, letters, vouchers and papers and any other information that is written, photographed, recorded or stored in any manner) that is the property of or in the possession of the River Valley School Society.

I UNDERSTAND THAT:

- As a volunteer of the school I may be given access to confidential information which relates to the school, its business partners, clients, students, employees, alumni, donors, prospective donors and/or volunteers.
- For all purposes, "confidential information" shall mean information, documentation, and methodology relating to or embodying all alumni or Community Relations database information; all information received via telephone communication, email or mail communication; computer systems; results of survey, solicitation, or research; training programs; and all materials and methodologies relating to any of the foregoing but not including such information or documentation which I can conclusively establish:
 - was within my knowledge prior to commencement of my initial service with River Valley School Society, and/or
 - was or became general public knowledge without any act on my part.

I AGREE THAT:

- Apart from my duties as a volunteer of River Valley School Society, I will not, during or after my service with the school, discuss with or disclose to others confidential information that I have become aware of, and will only use any confidential information for the purposes of researching, informing, cultivating, soliciting and stewarding donors, prospective donors, alumni, and friends to the school, and not for my own benefit or the benefit of any other organization.
- All materials prepared for me, and by me, for the school shall be and remain the property of the school and, apart from my duties as a school volunteer, I will not make or permit anyone else to make any copy, abstract, or summary of this material in any form; printed, electronic, digital, or otherwise or of any other material disclosed to me in the course of my volunteer service.
- For the duration of my volunteer service with the school, I agree to conduct myself professionally and ethically, within the boundaries of Alberta provincial legislation, and in accordance with the Freedom of Information and Protection of Privacy Act.
- I will adhere to all policies and practices of River Valley School Society including, but not limited to prospect clearance, fund-raising project prioritization, event management and related insurance issues.
- I will be aware of the inherent Conflict of Interest that arises and remove myself from such situations.
- Any sharing of confidential information by any means may result in the immediate termination of my volunteering from River Valley School Society.
- The obligations set out above survive the termination of my volunteer service with the school.

Volunteer's Signature

Date

Print Volunteer's Name