

ADMIN PROCEDURES MANUAL

Administrative Procedure 490 (Form 490-1)

VOLUNTEER REGISTRATION FORM

New Westminster Schools is a place where students love to learn. Our mission is to enable each student to learn in a safe, engaging, and inclusive environment. Volunteers play an important role in this endeavor. The District welcomes volunteer participation while also ensuring safety protocols are in place. We kindly ask that all volunteers familiarize themselves with the Volunteer Guidelines ([Appendix A](#)) and complete the Volunteer Registration Form below.

Please complete and return to the school

School: _____	
Applicant Full Name: _____	
Name of child(ren) in the school: _____	
Teacher Name(s) of child(ren) in the school: _____	
Address: _____	
City: _____	Province: _____
Home Telephone: _____	Mobile: _____
Email: _____	
1. Have you ever been convicted or given an absolute or conditional discharge on a criminal offence? <input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Are there currently any outstanding criminal charges against you? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>Note: A criminal charge or conviction will not automatically exclude you from volunteer opportunities. The nature of your involvement as a volunteer and the circumstances related to the charge or conviction will be considered.</i>	
3. Do you know of any reason why you should not be involved in a capacity in which you are/will be with children? <input type="checkbox"/> Yes <input type="checkbox"/> No	
4. Provide the names and telephone numbers of two references:	
Name: _____	Telephone: _____
Name: _____	Telephone: _____

School Volunteer Code of Conduct

In order to ensure the safest possible environment for all students, all volunteers must abide by the following:

- I agree to act in a respectful manner and practice an ethic of care with all children and members of the school community
- I agree to abide by all instructions and directions given to me by the supervising teacher
- I have spoken with the supervising teacher about student behaviour expectations and understand my role in responding to students
- I will maintain confidentiality at all times
- I have reviewed the New Westminster Schools Volunteer Guidelines.

I understand that I have applied for a sensitive position of trust with the New Westminster School District. I have read, understood and agree to the School Volunteer Code of Conduct and Guidelines. I declare that all information I have provided on this form is complete and true in every respect.

Signature of Volunteer: _____ Date: _____

Signature of Principal: _____ Date: _____

The information on this form is collected under the authority of the School Act, Sections 13 and 79. The information provided will be used for Educational program and administrative purposes, and when required, may be provided to health services, social services, or support services as Outlined in Section 79 (2) of the School Act. The information collected on the form will be protected in accordance with the provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about the information recorded on this form, please contact School Administration

References: Administrative Procedure 490 – Parent/Guardian Volunteers

Appendix A: Appendix A: Volunteer Guidelines

Revised: September 12, 2023