



Morinville Tiny Tots Volunteer Guidelines and Confidentiality Agreement

Dear Morinville Tiny Tots Families,

We are grateful for the contributions of our volunteers who play a vital role in our preschool programs. To ensure a safe and supportive environment, all volunteers must complete the annual Volunteer Guidelines and Confidentiality Agreement and adhere to confidentiality standards in line with the Freedom of Information and Protection of Privacy Act (FOIP). Additionally, roles involving sole supervision, such as field trips or class helper, require a criminal record check renewed every two years.

The annual Volunteer Guidelines and Confidentiality Agreement will be available for parents to complete through Himama upon registration. As a parent run preschool, we rely on having parent volunteers and we value your dedication and commitment to our students, our school and our community and look forward to continuing to welcome you into our school.

Please read the following Volunteer guidelines and expectations:

1. A volunteer must not share information about students, staff or other volunteers with other people. If a volunteer has a concern, they should bring the matter forward to the appropriate educator or board member.
2. Absolutely no photos or videos taken of the class by a volunteer, to protect the students privacy.
3. If a volunteer has a challenge or issue with a student, they should redirect the matter to the educator and/or speak with the executive board
4. All volunteers must adhere to our **Child Guidance Policy** when in the classroom, even if attending to your own child.
5. If a volunteer has an issue or conflict with a teacher, they should first discuss the matter with that teacher and, if necessary, speak with the executive board.
6. All volunteer work is done under the direction and immediate supervision of a teacher and may need to follow an appropriate work style to meet the expectations of each individual teacher.
7. The role of volunteers is viewed as a supportive one. Volunteers are not there to replace paid staff but to support and supplement work that is already being done within Morinville Tiny Tots.
8. It is the responsibility of the volunteer to work cooperatively with all staff members.
9. The achievements of students are to be valued and their rights preserved. In the course of their service in Morinville Tiny Tots, a volunteer may learn personal information about students and their families. A volunteer must keep all personal information they may come across in their role as volunteer confidential and must not discuss it with anyone, either inside or outside of the school, other than the executive board.
10. A volunteer is not, under any circumstances, to be placed in a situation where they are responsible for the direct supervision of students (one on one). Volunteers will always be supervised by a teacher when carrying out their duties.
11. All volunteers are welcome and valued within Morinville Tiny Tots.
12. Volunteers taking part in field trips and volunteering within the school will provide the school with a current criminal record check (to be renewed every 2 years) before the volunteer can be assigned to such activities.
13. **Role model responsible use of technology** - Volunteers are asked to **refrain from using their personal cellphones** while volunteering with Morinville Tiny Tots. This helps maintain the privacy of the students as well as guarantees the proper supervision of the children without distraction.

CONFIDENTIALITY AGREEMENT

Volunteers will not disclose confidential student information, images, or confidential school, or personnel records. Adhere to the Freedom of Information and Protection of Privacy Act (FOIP) and ensure that publishing personal information on the Internet or in publicly viewed files meets the FOIP guidelines.

It is very important that each of our volunteers understands and accepts their own obligations of confidentiality required as a volunteer of Morinville Tiny Tots.

I understand and agree that:

- I will act at all times to preserve the confidentiality of all personal information of which I become aware during the course of my volunteer work with Morinville Tiny Tots
- All information obtained by me in the course of my volunteer work will be held by me in strictest of confidence and not disclosed without the expressed consent of Morinville Tiny Tots. This information includes, but is not limited to:
 - Student information (includes student personal information)
 - Financial information
 - Staff Information

This Confidentiality Agreement applies during the course of your volunteer work and following your volunteer work with Morinville Tiny Tots. I acknowledge having received, read and understand Morinville Tiny Tots Volunteer Guidelines and Confidentiality Agreement.