



Partnership Code of Conduct Review & Declaration

Form 497-2

Partnership Code of Conduct: Covers those individuals who volunteer with the school or division or consultants and contractors who provide a service under their contract.

Submit Declaration to: Administrator or Supervisor

Retain and Record Declaration: School Level for volunteers, Human Resources through respective Supervisor

Frequency of Review: After a clear criminal record and vulnerable sector check is received for **new** individuals (volunteers, contractors, consultants, etc.). An annual review going forward.

Administrative Procedures:

- [AP 497 - Partnerships](#)
- [AP 140 - Acceptable Technology Use](#)
- [AP 142 - Cell Phone Access and Usage](#)
- [AP 143 - Social Media](#)
- [AP 160 - Health & Safety of Students & Staff](#)
- [AP 170 - Personal, Discriminatory and Sexual Harassment](#) and [Complaint/Investigation Statement/Information Form](#)
- [AP 175 - Workplace Violence](#)
- [AP 180 - Local Authority Freedom of Information and Protection of Privacy](#)
- [AP 400 Appendix - Criminal Record Checks & Vulnerable Sector Checks](#)

This Code of Conduct applies to all individuals who fall under *Administrative Procedure 497 - Partnerships*. Approved volunteers are those who volunteer at the school level on a regular basis and also applies to volunteers engaged in any activity that potentially involves one-on-one unsupervised contact with students. This administrative procedure also covers those who are contractors or consultants that provide a service to schools and the Division.

Please review the above administrative procedures by holding the **Ctrl key down and clicking the link**. These procedures should be reviewed prior to actively volunteering. Your declaration will be recorded electronically and retained at the school. Alternatively, a paper copy of the Administrative Procedures and Declaration will be provided to you to complete.

Any volunteer who is uncertain of the application of this Code of Conduct or the process for addressing concerns should contact the administrator of the school.

DECLARATION

- This is to declare I have received and reviewed the Administrative Procedure 497 - Partnership Code of Conduct and related Administrative Procedures
- I agree to comply with the administrative procedures contained in AP 497 and all other related policies and procedures that may form part of the Code of Conduct, as part of my continued association with the Good Spirit School Division.

Volunteer Full Name (Print)

Date

Volunteer's Signature

School