**Vancouver Board of Education**

**VOLUNTEER CONDUCT AGREEMENT**

Dear Volunteer,

Thank you for agreeing to be a volunteer. We appreciate that you are willing to share your time and expertise in our school system. To ensure the safety of all students in our school, we ask that each volunteer review the following Board policies as well as the attached document entitled **Guidelines for Adults Interacting with Students**. These guidelines apply to all employees and volunteers within the Vancouver School District and are intended to help ensure that your volunteer experience with us will be rewarding and successful for all involved.

**Policy AC: Non-discrimination**

*The Board of School Trustees (the "Board”) believes in equitable treatment for all individuals regardless of race, colour, ancestry, ethnic origin, religion, socio-economic status, gender, sexual orientation, physical or mental ability, or political beliefs. The letter and spirit of the Canadian and B.* C. *Human Rights Acts shall be carefully observed, enforced, and supported, so that all members of the school community may work together in an atmosphere of respect and tolerance for individual differences.*

*This policy of non-discrimination shall prevail in all matters of instruction and course selection: in employment, promotion, and assignment of staff; in providing access to facilities; in the choice of instructional materials and the provision of career guidance and counselling; and in all matters pertaining to community relations. Specifically, the Board will not tolerate hate crimes and propaganda, and will vigorously enforce policy and regulations dealing with such matters.*

**Policy ACB: Sexual Orientation and Gender Identities**

*The Board of Education (the “Board”) is committed to establishing and maintaining a safe, inclusive, equitable, and welcoming learning and working environment for all members of the school community, regardless of real or perceived sexual orientations, gender identities, and gender expressions, which includes lesbian, gay, bisexual, trans\*, Two-Spirit, queer, and those who are questioning (LGBTTQ+).*

*The Board will provide a safe environment, free from harassment and discrimination, while also promoting pro-active strategies and guidelines to ensure that lesbian, gay, transgender, transsexual, two-spirit, bisexual and questioning students, employees and families are welcomed and included in all aspects of education and school life and treated with respect and dignity. The purpose of this policy is to define appropriate behaviours and actions in order to prevent discrimination and harassment through greater awareness of and responsiveness to their deleterious effects. This policy is also drafted to ensure that homophobic complaints are taken seriously and dealt with expeditiously and effectively through consistently applied policy and procedures. The policy will also raise awareness and improve understanding of the lives of people who identify themselves on the basis of sexual orientation or gender identity. By valuing diversity and respecting differences, students and staff act in accordance with the Vancouver district’s social responsibility initiative.*

*The Board believes that all LGBTTQ+ students, staff and families have the right to have:*

* *their confidentiality protected and respected;*
* *self-identification and determination; and*
* *their unique identities, families, cultures, and communities included, represented, valued, and respected within all aspects of the school environment.*
* *The Board will promote pro-active strategies and guidelines so that all members of this diverse community are welcomed, respected, accepted and supported in every school and worksite.*

*The Board is committed to implementing measures that will:*

* *define appropriate expectations, language, behaviours and actions in order to prevent discrimination and harassment;*
* *ensure that complaints of discrimination or harassment based on sexual orientation, gender identity and/or gender expression are taken seriously and dealt with expeditiously and effectively through consistently applied policy and procedures;*
* *raise awareness and improve understanding of the lives of people who identify as LGBTTQ+; and*
* *strive to eliminate the systemic inequities and barriers for members of the school community whose real or perceived identity is LGBTTQ+ and demonstrate accountability in leadership so that everyone is treated with fairness and respect.*

**Policy GBCBA: Harassment in the Workplace**

*The Board of School Trustees (the “Board”) recognized and is committed to the right of all employees to work in an environment free from harassment or bullying, as defined below. To this extent, the Board will not tolerate any conduct that is classified as harassment or bullying and will make every reasonable effort to ensure that all employees are treated in a fair and equitable manner.*

Definitions:

**BC Human Rights Code**

*Harassment and discrimination as defined by the* BC Human Rights Code *applies to the prohibited ground of discrimination as defined by the Code. Specifically, race, colour, ancestry, place of origin, religion, marital or family status, physical or mental disability, sex (including sexual harassment), sexual orientation, age (19 years and over), criminal conviction (in employment), and political belief (in employment).*

*Examples of conduct or comments that might constitute harassment and discrimination may include unwelcome remarks, jokes that cause awkwardness or embarrassment, innuendoes or taunting, displaying inappropriate material, or unwelcome requests.*

***WorkSafe BC***

*Bullying and harassment as defined* by WorkSafe BC *includes any inappropriate conduct or comment by a person towards a worker that the person knew or reasonably ought to have known would cause that worker to be humiliated or intimidated, but excludes any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment.*

*Examples of conduct or comments that might constitute bullying and harassment may include verbal aggression or insults, calling someone derogatory names, harmful hazing or initiation practices, vandalizing personal belongings , and spreading malicious rumours.*

*This policy applies to all employees of the Vancouver Board of Education and is applicable to all interpersonal and electronic comments, actions and behaviour.*

**Policy GBEB: A Smoke-Free Working and Learning Environment**

*The Board of School Trustees (the "Board”)* is *concerned about the health and safety of all its students and staff. The Board* is *committed to providing a healthy, smoke-free working and learning environment and* has *declared all* its *buildings and school grounds* as *"no-smoking"* areas as *of 1990 September 01.*

*The Board also believes that, in the interest of promoting good health practices, non-smoking role modelling by staff, together with an effective health education program and counselling, will be a significant factor in encouraging non-smoking behaviour in students.*

**Policy JHG: Reporting Child Abuse**

*Every person who has reason to believe that a child needs protection under Section 13 of the Child, Family and Community Services Act must promptly report to a child protection social worker.*

*If an employee suspects that a student has been or is likely to be physically, sexually or emotionally abused or neglected, or otherwise in need of protection under the Act, he/she must follow the district protocols and procedures:* ***Responding to Alleged Abuse and Neglect of Students by Non-VSB Employees.*** *Guidance and clarification can be provided by the employee's supervisor and/or the VBE Abuse Prevention Coordinator.*

**Policy IGAC: Teaching About Religion**

*The School Act requires that all schools: "...must be conducted on strictly secular and non-sectarian principles... The highest morality must be inculcated, but no religious dogma or creed is to be taught." The Board of School Trustees (the "Board”) subscribes to the principle of secular and non-sectarian public schools and directs that no religious indoctrination of any kind be permitted in the district's schools.*

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| I have read, understand and agree to abide by the Board policies listed above, as well as the expectations contained within the VBE Guidelines for Adults Interacting with Students document provided to me. In addition, I agree to keep confidential any information relating to individual students or staff members that I become privy to during my work as a volunteer. If, at any time, I make a decision that contravenes these expectations, I understand that I may be asked to cease volunteering within the Vancouver School District.Volunteer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Volunteer Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School/Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Working with student(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in Div. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |