



## **Volunteer Code of Conduct and Confidentiality Agreement**

ECA welcomes volunteers in the classroom, on field trips and to support community events. Our work would not be possible without the active participation of our volunteers, and we are grateful for your contributions. As a parent volunteer, you have a unique opportunity/responsibility to inspire our children by serving as yet another model of intellectual and moral excellence. Volunteers, whether in school or offsite, are considered representatives of the Edmonton Classical Academy and are expected to adhere to the same expectations as teachers and staff.

### **Volunteer Expectations, Confidentiality, and Code of Ethics**

Complete *confidentiality* and discretion is expected from volunteers. This means keeping observations, experiences, and information regarding students, staff, or parents completely confidential. Volunteers must model and embody virtuous behaviour. This means using respectful, encouraging, and appropriate language when speaking with students and staff, and remaining calm and polite at all times. Volunteers are expected to respect the professional role and judgement of the teacher. Teachers set rules and expectations, and volunteers offer support. Please refer any discipline issues to the teacher in charge.

ECA is smart phone free. Phones must be on silent or turned off and kept out of sight at all times. Please do not use volunteer time to discuss your own child's progress or issues related to the school. A separate meeting time must be booked.

Volunteers are to support all children under their charge, not just their own.

Volunteers respect the varied backgrounds and values of all children and uphold the values and philosophy of the school.

All volunteers must sign in at the front office to receive a volunteer/guest pass before reporting to the teacher in charge. Without a pass you will be sent to the main office.

Teachers in charge will debrief all volunteers on the field study, safety, and their expected roles. If in doubt about the nature of the task you are to undertake, please ask the teacher for clarification. Volunteers must be prompt and reliable. If you cannot keep your commitment, a call to the school is greatly appreciated.

I understand and agree to abide by the ECA Volunteer Code of Conduct and Confidentiality Agreement. I understand that violating any of the above conditions may result in volunteer privileges being revoked.

Date: \_\_\_\_\_

Parent Volunteer Name: \_\_\_\_\_

\_\_\_\_\_  
Parent Volunteer Signature:

Thank you for supporting Edmonton Classical Academy.  
We appreciate your contribution and look forward to working with you.