



CALGARY READS CODE OF CONDUCT and CONFIDENTIALITY

Please read this carefully before signing:

As a Calgary Reads Tutor I understand that I am expected to:

- Commit to the specified requirement of two 1/2 hour sessions for a minimum of 32 sessions.
- Mandatory participation for Level I and Level II Tutor Training sessions provided by Calgary Reads.
- Follow the reading lesson framework as laid out in the training sessions and Tutor Handbook.
- Be visible and keep doors open whenever working with a student. Never take a child off the school property or plan outings out of school.
- Be discreet and respect all issues of confidentiality. (No exchange of phone numbers, email or addresses is permitted between tutor and student).
- Communicate immediately with the school coordinator, student's teacher and/or Calgary Reads staff, if I experience difficulties or have any questions regarding the child.
- Be aware of potential conflict of interest situations and address any concerns to the school coordinator or the Calgary Reads staff.
- Report any potential dangers, disclosures of neglect or abuse to school principal immediately.
- Check the tutor mailbox/sign in area at your school for updates on Calgary Reads.
- Participate in monitoring and program evaluation as required.
- As an Ambassador of Calgary Reads, promote a positive image of Calgary Reads and the school in which I am working.

Please initial each of the following:

_____ *I understand and agree to abide by the Calgary Reads Code of Conduct and Confidentiality.*

_____ *(optional) I agree to allow Calgary Reads Society to use any photographic image of me taken while participating in the Calgary Reads program. These images may be used by Calgary Reads in promotions or other related marketing/training materials.*

Signature

Witness

Date

Date

The above information is being collected for purposes of determining suitability for a position as a Calgary Reads Volunteer. The information will be used by Calgary Reads for internal purposes in administering its Volunteer Program and may be released to individuals, schools and organizations involved in the Calgary Reads program, but shall not be released to any other party without consent.

If you have any questions about the collection of this information, please contact the Calgary Reads office:

Phone: 403-777-8254

Fax: 403-777-8239

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