



Administrative Procedure 470: Volunteers: Requirements for Volunteer Classroom Supports, Coaches and Supervisors

Background:

Ensuring a safe and caring environment for students shall be the primary consideration in the selection and use of volunteers for extracurricular activities. Although division employees are the preferred choice to lead such activities, the use of volunteers as classroom supports, coaches and supervisors may be a necessary alternative to allow such activities to proceed.

Procedures:

1. The principal shall:
 - 1.1 be responsible for the selection, approval and supervision of volunteers, the establishment of roles and responsibilities, and the supervision and maintenance of ongoing communication between the school and the volunteer.
 - 1.2 be responsible for ensuring that school-based processes relating to the placement of volunteers align with this procedure and safeguard the safety of students and other members of the school community.

- 1.3 ensure the following documents have been completed and reviewed by all volunteers prior to them volunteering in any school year (these forms must be completed by all volunteers each school year):
 - 1.3.1 Volunteer Registration Form
 - 1.3.2 Volunteer Medical Information Form
 - 1.3.3 Volunteer Consent Form
- 1.4 determine if a volunteer may be alone with students. If a volunteer may be alone with students, the principal will ensure the volunteer has completed all the documents listed above in 1.3 (especially the volunteer security disclosure section) and provided an updated criminal record check with vulnerable sector check (completed within the last 3 months). Once a volunteer has provided an initial satisfactory criminal record check with vulnerable sector search, they will only be required to provide an updated criminal record check with vulnerable sector search every two years.
- 1.5 ensure that if a volunteer is required to submit a criminal record check with vulnerable sector search, the volunteer does not assume any responsibility where she/he may be alone with students until the appropriate check is in place and has been deemed to be satisfactory. In the interim, the volunteer may assume responsibility with a staff member present or approved adult volunteer while the submission of the required criminal record check with vulnerable sector search is in process.
- 1.6 determine if the contents of the volunteer's criminal record check with vulnerable sector search, volunteer registration form, volunteer consent form, volunteer medical form or other information reveal a criminal record or call into question the suitability of the volunteer. If the principal has concerns about the suitability of a volunteer the following steps will apply:
 - 1.6.1 notify the Superintendent or designate of the potential concern.
 - 1.6.2 in consultation with the Superintendent or designate, determine if the contents of the criminal record check with vulnerable sector search or other information disclosed through the reference checking process, volunteer registration form, volunteer consent form or other sources is considered to be incompatible with volunteering in the division.
 - 1.6.3 remove any volunteers found to be incompatible with volunteering in the division and inform the Superintendent or designate in writing of the

removal.

- 1.6.4 ensure all documents detailing the process to determine the volunteer's suitability and the rationale for the final decision on suitability are kept on file at the school.
- 1.6.5 determine if the volunteer will be driving students. If a volunteer may be driving, the principal will coordinate with the transportation department to ensure a driver's abstract, proper licensing, proper insurance and any other required documents are in place prior to the volunteer driving students.
- 1.6.6 perform reference checks for volunteers at their discretion.
- 1.6.7 review on an annual basis school based processes to ensure compliance with this procedure.
- 1.6.8 orient and assist volunteers in understanding and following their roles in relation to school and division policies, procedures and expectations.

2. The volunteer shall:

- 2.1 complete all documents required by this procedure and the school prior to volunteering.
- 2.2 provide accurate information to the school.
- 2.3 inform the principal if the results of the criminal record check with vulnerable sector check discloses charges, convictions or if there are any circumstances that may call into question their suitability as a volunteer.
- 2.4 immediately inform the principal if there is a change to their criminal record with vulnerable sector search, as well as any changes in their driver's abstract or if any situation arises that calls into question their suitability as a volunteer.
- 2.5 at all times conduct themselves in a manner that is consistent with division and school values regarding safety of students and conduct.
- 2.6 be responsible to the principal or teacher for all actions relating to students. They shall **NOT** be responsible for:
 - 2.6.1 diagnosing educational needs of students;
 - 2.6.2 prescribing remediation;
 - 2.6.3 evaluating the results of instruction;

- 2.6.4 carrying out any instructional responsibilities unless under the direct supervision of a teacher;
 - 2.6.5 disclosing information about a student(s) or staff member(s) except through appropriate channels.
3. The principal and/or Superintendent (or designate) have the authority to deny any person the opportunity to volunteer.
 4. All completed forms, criminal record checks with vulnerable sector search and other documents related to the volunteer shall be kept on file by school administration and retained for 7 years.
 5. In the event a school team coached by a volunteer reaches zone or provincial competition, the team shall participate only if Alberta School Athletics Association (ASAA) regulations regarding teacher supervision are met.
 6. Guest speakers, presenters, or visitors to the school are not included in the definition of volunteer as it pertains to this administrative procedure.
 7. The Superintendent or designate may conduct random audits of this administrative procedure at their discretion.

REFERENCE AND FORMS

- *Education Act*
- *Alberta Schools' Athletic Association Official Handbook*
- *Safe Steps: A Volunteer Screening Process. Training Guide*, Volunteer Canada
- Administrative Procedure 260 Field Trips, Excursions and Tours
- Administrative Procedure 316 Student Supervision
- Administrative Procedure 554 Volunteer Drivers

Forms:

1. Palliser Volunteer Consent Form
2. Palliser Volunteer Medical Consent Form
3. Palliser Volunteer Reference Check Form
4. Palliser Volunteer Registration Form
5. Declaration of Confidentiality
6. Volunteer Automobile Driver Authorization Form