



Administrative Procedures

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| AP-434 VOLUNTEERS | Date of implementation: Fall 2022 Date of update: |
| | Related Administrative Procedures: AP-423 Extra-Curricular Activities AP-807 Transportation in Private Vehicles |

Purpose: To outline the safety procedures in place to ensure student safety when volunteers are involved in Prairie Spirit schools and programs.

Background: The Division recognizes that community involvement is an important part of the educational process. The Division encourages the involvement of volunteers in its schools and programs.

Procedures:

- 1) The Principal is responsible for ensuring the development of school-based regulations outlining ways in which volunteers can become actively involved in the school.
- 2) The Principal must approve all uses of volunteers in school activities. This approval must be in place prior to the volunteer beginning their assigned task.
- 3) The Principal shall deny or withdraw the services of a volunteer where it is deemed to be in the best interests of the students or school to do so.
- 4) All volunteers are bound by the same code of confidentiality expected of employees of the Division. It is inappropriate to discuss students collectively or individually outside the school as a result of information gained as a volunteer.
- 5) All volunteers must check in at the front office when arriving at the school and sign out when leaving.
- 6) Volunteers shall be covered by the Division's third party liability insurance while engaged in their volunteer assignment. This coverage does not provide insurance for injury or damage to a person's vehicle while being driven.
- 7) Volunteers who are driving students shall follow AP-807 Transportation in Private Vehicles and complete the Volunteer Driver Authorization form AP-807 Transportation in Private Vehicles - Appendix A.
- 8) Community Coaches
 - a) Community coaches are approved individuals who have volunteered to assume coaching responsibilities for a school athletic or other extra-curricular program and who are not staff members employed by the Division.

- b) A community coach will complete a Community Coach Application (AP-423 Extra-Curricular Activities, Appendix B), which will be reviewed by the Principal and signed by the Director of Education or designate. This form will be completed every year.
- c) Once approved, a community coach will review and abide by Community Coach Expectations as stated in the Athletic Director's Handbook (p. 11 and 12) . This review will be done with the Principal and/or Athletic Director.

9) Criminal Record Checks

- a) Parent volunteers (including grandparents or legal guardians) who are providing services under the direct visual supervision of a Division employee do not require a Criminal Record Check (CRC).
- b) A CRC is required for parent volunteers when the volunteer:
 - i) Has or may have direct or sole responsibility for providing supervision of students (for example, as a volunteer on a class field trip).
 - ii) Provides overnight supervision.
 - iii) Coaches students in extra-curricular activities (see Appendix B in AP 423-Extra-Curricular Activities).
- c) The CRC needs to have been completed no more than six (6) months prior to the start of the volunteering opportunity.
- d) A Vulnerable Sector Check is required and will be provided by the RCMP when the volunteer is a coach, supervises students in overnight excursions and/or is a volunteer driver with students.
- e) For Prairie Spirit schools, the valid length of a CRC and Vulnerable Sector Check will be three (3) years, with an annual compliance report at the start of the school year each year.
- f) Volunteers are expected to inform the Division if/when there are any criminal charges against them. The school will question all volunteers annually.

Reference:

[*Athletic Directors Handbook \(internal document\)*](#)

Related Document:

[*Community Coach Application, AP-423 Extra-Curricular Activities – Appendix B*](#)

[*Criminal Record Check form letter \(internal document\)*](#)

[*Vulnerable Sector Check form letter \(internal document\)*](#)