



## Administrative Procedures

<b>AP-434</b>  VOLUNTEERS	<b>Date of implementation:</b> Fall 2022 <b>Date of review:</b> September 25, 2025
	<b>Related Administrative Procedures:</b> <a href="#">AP-423 Extra-Curricular Activities</a> <a href="#">AP-807 Transportation in Private Vehicles</a>

**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) Non-Teacher Coach
  - a) Non-teacher 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 non-teacher coach will complete a Non-Teacher 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 non-teacher coach will review and abide by Non-Teacher 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 has or might have direct or sole responsibility for providing supervision of students (for example, as a volunteer on a class field trip).
- c) A Vulnerable Sector Check (VSC) 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.
- d) The CRC/VSC needs to have been completed no more than six (6) months prior to being submitted to the school. The CRC must be from the police services in the individual's area of residence. The Division will also accept online criminal record checks from VerificationsCanada ([www.verificationscanada.ca](http://www.verificationscanada.ca)), MyCRC ([www.mycrc.ca](http://www.mycrc.ca)) or certn ([www.certn.co](http://www.certn.co)). Other reputable online providers may be considered. Please consult with your school administrator. Any costs associated with a CRC are the responsibility of the volunteer.
- e) For Prairie Spirit schools, the valid length of a CRC and VSC 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 Documents:*

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

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

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

[\*Annual Compliance Report \(internal document\)\*](#)

[\*Frequently Asked Questions \(FAQ\) \(internal document\)\*](#)