

## VOLUNTEERS: EXTRA-CURRICULAR

### Background

The Division recognizes that students benefit from the opportunity to be involved in approved, school-sponsored extra-curricular activities, and the Division also recognizes that the involvement of adult volunteers may provide support for these activities to take place.

### Definition

A volunteer, for the purpose of this administrative procedure, is defined as a person who is not a teacher employed by Greater St. Albert Roman Catholic Separate School Division, and who is working directly with students in an extracurricular or similar school-sponsored activity.

For clarification purposes, volunteers such as over-night chaperones, coaches, and drivers are included in the definition of volunteer in Administrative Procedure 265 and as it pertains to this administrative procedure.

Extra-curricular activities include all non-curriculum related, school-sponsored activities such as sports teams and clubs, drama clubs, student councils, etc.

### Procedures

1. The Division encourages principals to make every reasonable effort to use teaching staff as coaches and supervisors. However, it recognizes that situations might arise where teachers are not available to carry out these functions.
2. Principals are responsible for the approval of volunteers who work with students in an extracurricular capacity, either under direct teacher supervision or without the supervision of a teacher.
3. The principal is designated as the supervisor for volunteers and is responsible as the Division's agent for the purpose of giving direction to volunteers.
4. Efforts should be made to ensure that the volunteer coach is of the same gender of the students being coached. When this is not possible, the principal may consider a second volunteer of the same gender as students to assist the volunteer coach.

5. All extra-curricular volunteers shall complete the Volunteer Registration Form (F265-1) A new Volunteer Registration Form, a criminal record check and child welfare check will be required of the volunteer annually as per Administrative Procedure 265.
  - 5.1 changes the school, in which he/she is volunteering; and
  - 5.2 has been absent from volunteering for one year or more.
6. The original criminal record check with the police service seal must be presented to the school principal as well as the original child welfare check. Photocopies will then be made for school records and the originals will be returned to the owner.
7. If a candidate is being considered for a volunteer position and a security clearance discloses a criminal record or a child welfare concern that has not been previously declared, the candidate shall be offered an opportunity to explain the discrepancy.
8. If a candidate for a volunteer position has a criminal record or a child welfare concern, that person may not begin volunteer duties until the principal of the school, in consultation with the superintendent or designate, reviews the case to determine the suitability of the candidate as a volunteer, and considers the following factors:
  - 8.1 the type of charge or offence or concern;
  - 8.2 the age of the charge or offence or concern;
  - 8.3 the type of volunteer work under consideration;
  - 8.4 any impact of the criminal record or of the child welfare concern on the candidate's ability to perform the volunteer duties;
  - 8.5 whether the behaviour associated with the offence(s), if repeated, would pose a threat to students or others; and
  - 8.6 any other factor(s) that the principal or superintendent or designate determine to be relevant.
9.
  - a) Volunteers must notify the principal of all criminal charges or child welfare concerns at the time the charge or concern is being issued, except for minor traffic violations.
  - b) Volunteers charged with an offence under the Criminal Code of Canada may be suspended from their volunteer positions, depending on the nature of the offence and its relationship to their duties.
  - c) Conviction of any criminal offence or any child welfare concern may result in termination of a volunteer position in Greater St. Albert Roman Catholic Separate School Division.
10. Team travel will be considered in light of Administrative Procedure 260 – Field Trips and Excursions.
11. Notwithstanding section 10, volunteer drivers must report all criminal charges and traffic violations at the time the charge is issued.

12. All information regarding security clearance is strictly confidential and may only be used or disclosed in accordance with this Administrative Procedure and the Freedom of Information and Protection of Privacy Act.
13. All volunteers are covered by the Division's liability insurance.
14. The principal will be responsible for informing parents if a volunteer, or volunteers, will be coaching or supervising an activity without the assistance of a teacher, and will obtain informed written consent from the parent for the student to participate in such an activity. Parent consent forms are to be stored at the school for two (2) years, and for eight (8) years at the Division level. **(See Appendix 1 for 'informed consent' requirements.)**
15. When a volunteer has been approved to supervise a student activity without the presence of a teacher, the principal shall discuss the following points, where applicable, with the volunteer:
  - 15.1 division and school foundation statements and the expectation to model and witness a Catholic Christian culture;
  - 15.2 philosophy and playing time (if a team);
  - 15.3 use of school facilities and equipment;
  - 15.4 supervision expectations;
  - 15.5 discipline and referral procedures;
  - 15.6 communication with the home and the school;
  - 15.7 finances and fundraising;
  - 15.8 transportation procedures; and
  - 15.9 school rules, regulations and practices.
16. The principal must ensure that a teacher is present for all team travel (i.e. for all games or events held away from the school), as well as satisfy the supervision requirements of the regulating athletic association.

**Reference:**

Section 53, *Education Act*

### **Informed Parent Consent:**

The following information is to be provided to the parents of students being coached by a volunteer coach for parents to provide an 'informed consent' for their child's participation with the volunteer coach.

1. School Letterhead
2. Include the following statement – *“The Division and this school recognize that students benefit from the opportunity to be involved in approved, school-sponsored extra-curricular activities, and the Division also recognizes that the involvement of adult volunteers may provide support for these activities to take place. “*
3. The name of the volunteer coach or extra-curricular volunteer.
4. The background of the extra-curricular volunteer (eg: coaching background, coach certification, etc.)
5. Dates and times of events (practices, games, meetings, etc.)
6. The consideration of student care procedures taken by the school:
  - 6.1 Criminal Record Check has been completed
  - 6.2 Child Welfare Check has been completed
  - 6.3 School has conducted an orientation and training session with the volunteer coach on the following topics:
    - 6.3.1 division and school foundation statements and the expectation to model and witness a Catholic Christian culture
    - 6.3.2 philosophy and playing time (if a team);
    - 6.3.3 use of school facilities and equipment;
    - 6.3.4 supervision expectations;
    - 6.3.5 discipline and referral procedures;
    - 6.3.6 communication with the home and the school;
    - 6.3.7 finances and fundraising;
    - 6.3.8 transportation procedures;
    - 6.3.9 school rules, regulations and practices; and
    - 6.3.10 student name, parent signature, date.
7. The parent is to retain a copy of the consent information.