

VOLUNTEERS (LAY COACHES, SUPERVISORS AND ASSISTANTS)

Background

The High Prairie School Division (HPSD) recognizes the need, upon occasion, to use volunteers (lay coaches, supervisors, and assistants) for school-sponsored activities. The safety and welfare of the students is the first consideration. The school Principal must approve all volunteers.

Definitions

Volunteer Assistant - A non-HPSD staff member utilized by schools to assist in the delivery of educational materials, clubs, meal programs, day trips, etc., within the school day. These volunteers are NEVER TO BE LEFT ALONE with a child(ren). These volunteers will not require a Criminal Record Check.

Volunteer Lay Coach - An individual (either HPSD staff or member of the public) utilized by schools to deliver programming or extracurricular activities (athletic, academic, etc.) in which they have qualifications, certification, or expertise to provide unpaid coaching services.

Volunteer Supervisor - A non-HPSD staff member utilized by schools to supervise extended, provincial, or international field trips.

Procedures

1. The Principal shall ensure:
 - 1.1. the completion of Administrative Form 489A - Approval for Volunteers to Support School Sponsored Activities;
 - 1.2. the volunteer completes Administrative Form 489B - Volunteer Code of Conduct;
 - 1.3. all documents are scanned into the school DocuShare folder and originals are sent to Human Resources;
 - 1.4. a copy of Administrative Form 489A - Approval for Volunteers to Support School Sponsored Activities is provided to the volunteer;
 - 1.5. an original Criminal Record Check (with Vulnerable Sector) is approved through Human Resources prior to the Volunteer Lay Coach or Supervisor working alone with students (as per Appendix 400A - Criminal Record and Vulnerable Sector Check); and
 - 1.6. that volunteers are aware of school expectations and procedures regarding assisting, coaching, supervision, and conduct.
2. In consultation with staff, each Principal shall:
 - 2.1. establish a list of the duties for the volunteer during the school sponsored activities;
 - 2.2. review HPSD's Administrative Procedure regarding volunteering; and
 - 2.3. ensure the volunteer is aware of school expectations, procedures, and Administrative Form 489B - Volunteer Code of Conduct.
3. When selecting a potential Volunteer, the Principal shall:
 - 3.1. request a Criminal Record Check to be approved by Human Resources, if required based on the type of volunteer, as per the definitions above;
 - 3.2. ensure the volunteer:
 - 3.2.1. is able to maintain proper student behavior;
 - 3.2.2. models mature judgment; and
 - 3.2.3. has the appropriate expertise to coach the students in the skills necessary for the activity.
 - 3.3. retain the authority to rescind volunteer approval.
4. A teacher will be present at a team competition or other activity when the Principal and *Alberta Schools' Athletic Association* deem necessary.
5. The volunteer shall conduct themselves in the same professional manner as staff and follow the Volunteer Code of Conduct.

HPSD Appendices

Appendix 400A - Criminal Record and Vulnerable Sector Check

HPSD Forms

Form 489A - Approval for Volunteers to Support School Sponsored Activities

Form 489B - Volunteer Code of Conduct

References

Education Act, Section 53

Cross Reference

Off-Site Activity Handbook