

ADMINISTRATIVE PROCEDURE NO. 343

VOLUNTEER PERSONNEL IN SCHOOLS

The Division encourages the use of volunteer personnel in schools and school-related activities, and recognizes the valuable contribution volunteers can make in a school. The purpose of this procedure is to ensure and maintain a safe and secure learning and working environment.

Procedures

1. The principal shall be responsible for all volunteer positions in a school in accordance with this procedure.
2. The involvement of volunteer personnel in school is encouraged and is dependent on the acceptance of the principal and staff of the school.
3. All volunteer coaches/supervisors must be under the direction of an employee of the Division, preferably a teacher. The employee must be in the location of the activity at all times, including attending away games and tournaments.
4. Volunteers who act as resource persons are individuals:
 - 4.1 Who have a relevant area of expertise and experience;
 - 4.2 Who are involved in an activity on a short-term basis to enhance the education program; and
 - 4.3 Whose visits are planned, supervised, and evaluated by a certified teacher.
5. A volunteer may not be assigned to a teacher without the teacher's consent.
6. The principal is responsible for:
 - 6.1 Ensuring a pre-service orientation has been provided. This session will include the school athletic philosophy, guidelines and procedures clarified and emphasizing the importance of confidentiality.
 - 6.2 Screening volunteers keeping in mind the safety and well-being of students and staff;
 - 6.3 Ensuring the volunteer coach/supervisor is suitably qualified and capable of providing the required service. The service may include supervision

expectations, discipline procedure, communication with home and school and use of school facilities and equipment.

6.4 Ensuring that volunteers act in an assisting capacity and do not assume the teacher functions normally performed by the classroom teacher;

6.5 Ensuring volunteers know they are expected to abide by the rules of confidentiality and must comply with Red Deer Catholic Regional Schools policies, administrative procedures and school rules; and

6.6 Ensuring volunteers know that if they have an issue with matters they see or hear in the school, they should contact the principal.

7. All volunteers shall:

7.1 Complete a Volunteer Registration Form;

7.2 Provide a Criminal Records Check (CRC). CRC's are valid for three school years including the year it was brought in. CRC's brought in after May 1st are valid immediately but are considered as being submitted in the subsequent year. The issue date for all Criminal Record checks must be within 30 days of being presented to the school.

7.3 Sign a confidentiality agreement; and

7.4 Complete a volunteer driver's insurance form yearly and have the vehicle inspected by the principal (as per admin procedure # 341), if they are volunteering to drive.

8. The principal, under consultation with the Superintendent, may approve a parent supervisor who has a criminal record. If an applicant has a criminal record, the principal will review the applicant's suitability and consult with the Superintendent (or designate) for the volunteer position based upon the following factors:

8.1 The type of charge or offence;

8.2 The age of the charge or offence;

8.3 The type of volunteer work the applicant is being considered for;

8.4 Whether the criminal record impacts on the applicant's ability to perform the volunteer duties;

8.5 Whether the behaviour associated with the offence(s) if repeated, will pose a threat of physical or sexual abuse to children or others; and

- 8.6 Any other factor(s) which the principal deems to be relevant.
9. If the principal deems that the applicant is unsuitable for a volunteer position, the applicant will not be offered that particular volunteer position.
10. A principal may allow a parent who is visiting the classroom on an irregular basis to volunteer for such activities as hot lunch days, large classroom projects, fun days, track days, field trips, etc. It is expected that on such occasions parents will not have any supervision responsibilities of students.
11. Division staff may volunteer at other schools. If a currently employed Division staff is responsible for the supervision of children, a current Criminal Record Check is not required for them to volunteer.
12. Volunteers will be considered agents of the Board under the School Insurance Act only while engaged in their volunteer activity.
13. Under no circumstances shall the information contained in a volunteer's Criminal Record Check or Child Welfare Intervention Check be shared with individual staff members.

Reference: AB School Act
Freedom of Information and Protection of Privacy Act
Supervision of Athletes and Teams (AB School Athletic Association Handbook)
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