VOLUNTEERS

Background

The Division recognizes the partnership role that parents and the community play in the education of our Division's children, both in the classroom and in extra/co-curricular activities. Volunteers can enhance the quality of educational experiences and, in particular instances, may be beneficial/necessary for these activities to take place.

Definitions

Volunteer means a person who assists schools and/or students either in curricular or extra-curricular activities and includes volunteer drivers and students volunteering outside their school, but does not include guest speakers, presenters, visitors to the school, or School Council members in their positions as School Council members.

Procedures

1.   Volunteers will act in accordance with Division and School policy and procedures.

2.   The principal shall be advised of and approve all volunteer positions in the school.

3.   All volunteers are subject to the direction of the principal at all times.

4.   A pre-service orientation will be provided by the principal or designate. At this session, philosophy will be discussed, guidelines established and procedures clarified, emphasizing the importance of confidentiality.

      If the volunteer is acting in the capacity of a coach the Principal, will discuss the following:

      4.1 Philosophy;

      4.2 Playing time (if a team);

      4.3 Supervision expectations;

      4.4 Discipline procedure and referral;

      4.5 Communication with the home;

      4.6 Finances/fund raising;

      4.7 Transportation procedures;

      4.8 Use of school facilities and equipment.

5.   No volunteers will be assigned to a teacher without the teacher's consent.

6.   Volunteers will be considered agents of the Board under the School Insurance Act while engaged in their volunteer tasks.

7. All volunteers must complete a Volunteer Registration Form (Form 490-1).

8. Applicants for volunteer positions must submit a criminal record check and a child welfare information services (CWIS) check dated within the past six months.

9. Under exceptional circumstances the principal, in consultation with the Superintendent or designate, may waive the requirement for the provision of criminal and child intervention check.

10. The Division will require volunteers to complete the Declaration of Status (Form 490-2), on an annual basis.

11. The principal is responsible for establishing and implementing a procedure to screen volunteers and ensure that they function with students in a manner consistent with the mission, goals and values of the Division.

12. 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, except where an activity or association guideline supersedes i.e. ASAA provincial competition protocols require teachers as supervisors.

13. The principal is responsible for ensuring that the volunteer coach/supervisor is suitably qualified and capable of providing the required service.

14. Parents/guardians of students wishing to join teams or clubs coached or supervised by volunteers must be informed that a teacher is not in charge and given a summary of the volunteer's qualifications. Principals are required to communicate clearly to parents/guardians if someone other than a teacher is coaching or supervising a team or club.

15. Prior to a team or club being coached or supervised by someone other than a teacher, a principal shall call a meeting where parents and guardians will have an opportunity to meet the volunteer and discuss any concerns or expectations that each may have.

16. 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: Section 11,33,52,53,196,197,222,256 Education Act
              Freedom of Information and Protection of Privacy Act
              Ministerial Directive 4.1.2
              Supervision of Athletes and Teams, Alberta School Athletic Association Handbook