

TITLE: VOLUNTEERS

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1.0 OBJECTIVE

- 1.1 To manage effectively the use of volunteers under the direction and supervision of Board staff in order to ensure the safety and security of students, staff and volunteers; and
- 1.2 To work in co-operation with community organizations involved in recruiting, screening and placing volunteers.

2.0 DEFINITIONS

In this procedure,

- 2.1 **Parent volunteer** in a school is a parent or guardian who currently has a child enrolled in and attending that school, or is a member of the community who continues as a volunteer in a school without interruption after the child has left the school.
- 2.2 **Community volunteer** is a member of the community who does not have a child enrolled in the school and who agrees to undertake, without pay, a designated task that supports a classroom, school or Board-sponsored activity.

When not specifically stated, the word **volunteer** refers to both parent and community volunteers. Co-op students are not defined as volunteers.

- 2.3 **Management of volunteers** includes procedures for screening, orienting/training, supervising, evaluating and recognizing volunteers.
- 2.4 **Supervision** is the overseeing of an activity for regulation or direction. The Ontario Physical and Health Education Association (OPHEA) has produced *Physical Education Safety Guidelines* to assist school boards in formulating site-specific safety guidelines for physical education, intramural sports programs, and inter-school athletics at the elementary and secondary levels. The Guidelines designate three categories of supervision: constant visual supervision; on-site supervision; and in the area supervision.
- 2.5 **Constant visual supervision** means that a teacher is physically present, watching the activity in question. Only one activity requiring constant visual supervision may take

place while other activities are going on. On-site supervision entails teacher presence but not necessarily constantly viewing one specific activity. In the area supervision means that the teacher could be in the gymnasium while another activity is taking place nearby to the gymnasium.

3.0 RESPONSIBILITY

3.1 The school principal

4.0 PROCEDURES

Scope and Interrelationship of this Procedure with Other Board Policies and Procedures:

- 4.1 This procedure is intended to address the use of non-salaried staff in all capacities in any school-sponsored activity and includes both parent and community volunteers.
- 4.2 The use of parent and/or community volunteers is encouraged but remains optional.
- 4.3 Within a school, volunteers are assigned at the discretion of the school principal and in accordance with the restrictions and requirements outlined in this and other Board policies and procedures.
- 4.4 All provisions of Board policies and procedures and of negotiated collective agreements supersede any statements regarding the use of volunteers unless specifically noted herein.

Role of Volunteers

- 4.5 Volunteers serving in any capacity are to be assigned appropriately in order to augment and supplement staff supervising school activities or programs.
- 4.6 Volunteers enhance and support student and school activities at the request of and under the supervision of Board staff, and the principal in particular.
- 4.7 Volunteers cannot assume any responsibility for the diagnosis of learning strengths or difficulties, the assignment of learning experiences, or the evaluation of pupil progress.

Responsibility for Volunteers

- 4.8 Subject to the policies of the Board and barring direction or intervention by the Director of Education or designate to the contrary, the principal of the school in which a volunteer is serving will be responsible for determining that any activity to which the volunteer is assigned is a school-sponsored activity.

School-Sponsored Activities:

- 4.9 It is the responsibility of the principal to ensure that:
 - a) prior to any assignments, all volunteers have been screened in keeping with Board policies for parent and community volunteers;
 - b) references have been requested and verified;
 - c) all volunteers are given an orientation to the school as appropriate; to relevant school and Board policies and procedures; and to the role, responsibilities and expectations for volunteers;

- d) all aspects of volunteer management are being carried out once the volunteer is placed; and
 - e) appropriate in-service for Board staff who have supervisory responsibilities for volunteers is provided to ensure the effective management of all volunteers.
- 4.10 The principal and all staff of the school will ensure that volunteers:
- a) are not assigned responsibility for the sole supervision of pupils or the delivery of programs without the direction of a teacher;
 - b) are utilized to assist the staff members in the fulfillment of their roles;
 - c) are not involved in any evaluation of students, school personnel or program or made a party to personal information regarding students, their families or staff unless it is critical to the performance of their duties as a volunteer and specifically released under the provision of the Municipal Freedom of Information and Protection of Privacy Act and Board policies;
 - d) treat as confidential all personal information which they may acquire in the course of their involvement in the school.

Supervision of Students in Physical Education/Sports Activities

- 4.11 Volunteer coaches may, at the discretion of the principal and under the direct supervision of a regular staff member, participate in extra-curricular physical education activities.
- 4.12 Under exceptional circumstances, following consultation with the school council, with the approval of the principal of the school and the Superintendent of Schools, teams may be coached by volunteers. Community volunteers will be subject to the high-risk screening process described in 4.23 below. All non-employee volunteer coaches must be qualified as a coach for the sport in question, be present at every practice and game, and authorized through completion of a Letter of Agreement as provided in the National Capital Secondary School Athletic Association Constitution (NCSSAA). Parents of those students involved must sign a consent form acknowledging that they understand that there will be no staff member involvement. A sample consent form is provided in Attachment E to this procedure.
- 4.13 The level of supervision required and specific directives for each physical education sport or activity is specified in the Ontario Association for the Supervision of Physical and Health Education (OPHEA) Physical Education Safety Guidelines (Elementary) and (Secondary). These Guidelines can be referenced on the Board's electronic bulletin board (BEAM). A summary of supervision guidelines by category of supervision as defined in 2.4 of this procedure is provided in Attachment D.
- 4.14 The NCSSAA Constitution recommends that any school entering a NCSSAA sponsored competition should be under the control of a regular staff member of the school. The regular staff member should be present, on the bench and available to facilitate and maintain educational direction. Regular staff member means a person who is on the teaching or support staff of the participating school. This does not include a daily occasional teacher.

- 4.15 Non-teaching personnel may be permitted to coach NCSSAA teams without teacher supervision with the approval of the principal and designate of the school concerned, and upon completion of a Letter of Agreement. These individuals must be at least twenty-two (22) years of age. However, a member of the school's teaching staff must be present and responsible for the team at all NCSSAA and OFSAA Championships and at all OFSAA-sanctioned tournaments.
- 4.16 A teacher from the same school should accompany and be responsible for the team at out-of-town non-OFSAA competitions. A supervisory adult, as approved by the Principal of the school and of the same sex as the athletes, should be present and on site for the duration of the competition.

Liability

- 4.17 In any school-sponsored activity that is undertaken by a volunteer, the Board's liability insurance regarding negligence will apply. Volunteers should be aware that the Board's insurance does not include a loss-of-income provision should the volunteer sustain an injury that prevents him/her from resuming his/her normal employment.

Medical Requirements of the Board

- 4.18 In a manner consistent with the practices of the City of Ottawa Public Health Department for the admission of students from foreign countries, volunteers recently arrived from some countries may be required to have a Mantoux tuberculosis skin test and/or chest x-ray prior to beginning their assignment in OCDSB schools.

Screening and Risk Management

- 4.19 Recognizing that the welfare of students is at all times of paramount importance, all Board employees are required to exercise their full responsibility for the care, welfare and supervision of pupils. In this regard, all volunteers must be assessed as to their suitability for placement within a school or program setting.
- 4.20 The process of screening for volunteers begins at the very moment a person applies or is recruited to the time he/she terminates this commitment. The degree of screening is dependent upon the volunteer activity, the extent of interaction with, and responsibility for, students, and the degree of direct supervision of the volunteer. Levels of risk are outlined below:

LEVEL OF RISK	
low risk ↓	<ul style="list-style-type: none"> • in classroom under direct supervision of staff • in open, common area (for example, hallways, library, gym) with intermittent observation • in isolated area working with group of students • in isolated area working with one or two students • coaching or other group activity off-site
medium risk ↓	
high risk ↓	
↓	

- 4.21 Initial screening tools include but are not limited to:
- a) volunteer intake interview;
 - b) reference checks;
 - c) police record check;
 - d) TB tests

Note: The techniques for screening volunteers are defined in the Ottawa Network for Education's (ONFE's) *Volunteers in Education – A Handbook for Educators*.

Screening Procedures

4.22 Most volunteer activities in the school are considered low risk; for example, if the parent volunteer is working in the classroom or an open, common area with a group of students under direct supervision or intermittent observation by staff. Where the principal deems the volunteer activity to be of low risk, the principal or designate may allow a parent to volunteer without screening as outlined in 4.23 below, provided the principal or designate has verified that the parent volunteer has the necessary skills and/or experience and does not require a TB test.

4.23 Where the principal deems the volunteer activity to be of medium to high risk and for all community volunteers, the principal or designate will complete the screening procedure that follows:

- a) Before the parent (medium to high risk activity) or community volunteer begins placement:
 - (i) complete and file a Volunteer Interview Form (Attachment A);
 - (ii) complete and file Reference Check (Attachment B). If possible, two different types of references are required (professional, personal/character or family). The applicant should provide written permission to contact referees;
 - (iii) verify and file a Police Reference Check if applicable. A police record check is advisable when the proposed volunteer position is determined as high risk;
 - (iv) verify and file record of TB test, if applicable;
 - (v) complete and file School/Volunteer Agreement Form (Attachment C);
 - (vi) conduct orientation to the school/Board and provide information regarding school/Board policies concerning volunteers such as discipline, confidentiality, and disclosure of abuse;
 - (vii) provide training for the specific volunteer position.

Note: Where the principal or designate utilizes the services of community organizations such as the Ottawa Network for Education (ONFE) in recruiting, screening and placing community volunteers, steps i) through iv) are the responsibility of the community organization, while steps v) through vii) are the responsibility of the school.

- b) After the volunteer begins the placement, the principal or designate is responsible for:
 - (i) ongoing supervision and evaluation of the volunteer. If a volunteer's performance is deemed unsatisfactory, the supervising staff member will inform the volunteer, review performance, retrain or reassign or advise the volunteer that his/her services are no longer desired;
 - (ii) immediately reporting and appropriately dealing with a staff member's concerns or doubts regarding the volunteer's character or actions, in accordance with Board policies and procedures.
 - (iii) If the degree of risk assigned to a volunteer's task significantly changes, or if a volunteer is assigned a new task with a higher risk level, the screening process should be reviewed.

Note: ONFE's Volunteers in Education program will regularly offer training opportunities for principals, vice-principals and in-school co ordinators of volunteers on the topic of risk management in working with volunteers.

Review of Related Board Policies

4.24 The principal or designate will review the utilization of the volunteers as they relate to other Board policies/procedures. For example, procedures for safe schools, for identifying visitors to the school, for field trips and for transportation of students should be examined by the principal or designate to ensure that they are consistent with procedures for volunteers.

Retention of Volunteers

4.25 Recognizing that the availability of parent or community volunteers changes regularly, it is advised that the principal or designate regularly undertake to ensure that the volunteers are:

- a) comfortable and effective in the roles that they are currently fulfilling;
- b) feeling satisfied with their contribution to the school program; and
- c) recognized for their contribution to the school/Board.

4.26 Once a school year or semester is under way, it is advisable to contact former volunteers to determine whether they are returning. This is a confirmation and encouragement of their value and offers an opportunity to review placements and role satisfaction, and to re-open dialogue.

5.0 APPENDICES

Attachment A: Volunteer Interview Form

Attachment B: Reference Check

Attachment C: Volunteer Services - Agreement of Understanding

Attachment D: Summary of OPHEA Supervision Guidelines for Physical Education/Sports Activities

Attachment E: Sample Parental Consent Form

Attachment F: Use of Volunteers under Exceptional Circumstances

Attachment G: School Extra-Curricular Activity Log

6.0 REFERENCE DOCUMENTS

The Education Act, Regulation 298 95/96, s. 11

Municipal Freedom of Information and Protection of Privacy Act

Volunteers in Education – A Handbook for Educators, Ottawa Network for Education

Physical Education Safety Guidelines (Elementary and Secondary, Ontario Association for the Supervision of Physical and Health Education (OPHEA), 1997

National Capital Secondary School Athletics Association (NCSSAA) Constitution, Art. 11, s. 2

Board Policy P.014.SCO: School Councils

Board Policy P.053.HR: Alleged Harassment/Abuse

Board Policy P.059.SCO: Severe, Life-Threatening Allergies and Administering Medication to Students

Board Policy P.064.FIN: Student Accidents: Insurance and Reporting

Board Policy P.067.SCO: Volunteers

Board Procedure PR.518.SCO: Field Trips
Board Procedure PR.541.HR: Alleged Harassment/Abuse of an Employee
Board Procedure PR.542.HR: Alleged Harassment/Abuse of Student Under 18 by an Employee
Board Procedure PR.543.HR: Alleged Harassment/Abuse of a Student 18 or Over
Board Procedure PR.544.HR: Alleged Harassment/Abuse of a Student by a Student
Board Procedure PR.547.SCO: Administering Medication to Students
Board Procedure PR.548.SCO: Severe, Life-Threatening Allergies
Board Procedure PR.553.FIN: Student Accidents: Insurance and Reporting

Volunteer Interview Form

General Data

Date:		
First Name:	Last Name:	
Address:		
City:	Province:	Postal Code:
Home Tel.:	Bus. Tel.:	e-mail:
Emergency Contact:		
Home Tel:	Bus. Tel.:	

Are you willing to undergo a Police Records check (if required) Yes _____ No _

Volunteer Classification:

Parent of Child in School (if activity is considered medium or high risk) _____

Senior/Retired _____ University Student _____ Community _____

Languages:

Spoken: English _____ **French:** _____ Other _____ Specify: _____

Written: English _____ **French** _____ Other _____ Specify: _____

Skills/Interests:

_____ Arts	_____ English	_____ History	_____ Office
_____ Athletics	_____ French	_____ Library	_____ Science
_____ Computers	_____ Geography	_____ Math	_____ Writing
_____ Drama	_____ Handicrafts	_____ Music	_____ Other

Specify if Other:

Program Activity Area:

Big Early Literacy Library Ass't Special Education

Brother/Sister Classroom Enrichment Mentoring Sports/Coach
 Clubs/Hobbies ESL/FSL Office Ass't

Tutoring
 Computers Languages Remedial Educ. Other

Specify if Other:

Grade Level

Preferred: K 1-3 4-6 7-8 HS N/A

Availability:

Mon AM Tue AM Wed AM Thu AM Fri AM Flexible
 Mon PM Tue PM Wed PM Thu PM Fri PM

Mode of

Transportation: _____

How did you learn about the program?

Friend Radio/TV Volunteer Centre Other
 Newspaper School or Board Volunteer Fair

References:

#1 Name:		Relationship:	
Home Tel.:	Bus. Tel.:	Checked: <input type="checkbox"/>	Yes <input type="checkbox"/>
#2 Name:		Relationship:	
Home Tel.:	Bus. Tel.:	Checked: <input type="checkbox"/>	Yes <input type="checkbox"/>

Personal History:

Education and/or work experience:

Volunteer experience:

Permission to Conduct References:

I _____, hereby authorize the school principal or Volunteers in Education (ONFE), or the Central Screening Committee (CSC) as appropriate, to solicit a personal reference from the referee(s) whose names were provided in connection with my application for a placement as a school volunteer.

Date

Signature

Volunteer Reference Check

Note: In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, consent is required before any references are contacted. Please address each area, noting areas of strength but also of concern, discrepancies, inconsistencies in relation to application/resume and other information gathered. Use follow-up questions as required.

Candidate:

First Name:	Last Name:
Position Applied For:	
Name of Reference:	Phone Number:

Request by person providing the reference for confidentiality: ___ Yes ___ No

1. How long have you known the candidate?

2. Were you aware of your name being given as a reference?

3. Why would you have been chosen as a reference?

4. If reference is the candidates supervisor (in paid or unpaid position) ask the reference to comment briefly on the following: (Otherwise proceed to number 5)

Duties/Responsibilities: _____

Punctuality/Attendance: _____

5. Please comment on the candidate's:

Strengths:

Interpersonal skills:

Ability to understand and follow directions:

Initiative and self-direction:

6. Would you feel comfortable with this individual working with your students?

7. Do you know of any reason why _____ should not be working in close proximity to students: _____

8. Is there anything you would like to add? _____

Signature of Individual Conducting Reference

Date

School/Volunteer Agreement

School:

Class (or Location):

Volunteer directly responsible to:

1. **Duties and responsibilities:**

2. **Police Records Check:** Required and completed _____ Not required for position _____

3. **Time Commitment:**

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Afternoon					
Other					

4. **Starting Date:**

5. **Absence:** Procedure for reporting absence:

6. **The Volunteer agrees to:**

- a) respect the confidentiality of all information that may be received regarding any pupils or staff while a volunteer and refrain from releasing that information to any person in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*;
- b) abide by OCDSB Procedure PR.538.IT: Electronic Communication Systems regarding appropriate access to and use of the Internet;
- c) notify the appropriate person at school as soon as possible when circumstances necessitates his/her absence (either planned holidays, illness, etc.);

- d) act in accordance with the norms and expectations of the school as provided in the orientation to the school.

The School agrees to:

- a) provide both initial orientation and ongoing training and support for the volunteer;
- b) show respect and appreciation by giving the volunteer a suitable assignment in line with his/her area of interest and skills;
- c) inform the volunteer in advance of all schedule changes (holidays, special events, etc.).

Signed:

 Date

 Volunteer

 School/Board Staff

Summary of Supervision Guidelines

Note: The information in this chart is taken from the OPHEA *Physical Education and Safety Guidelines* (elementary and secondary). Please refer to this publication for detailed information on equipment, clothing/footwear, facilities, special rules/instruction, and detailed guidelines for supervision.

Activity	Supervision Level – Elementary	Supervision Level – Secondary
Aquatics	On site (refer to Guidelines)	-
Archery	On site	Constant visual (see Guidelines)
Badminton	-	One site (see Guidelines)
Baseball/Fastball	Not appropriate	On site
Basketball	On site	On site
Bench and Chair Activities	On site	-
Bowling	On site	In the area
Broomball	On site	On site (see Guidelines)
Cheerleading (Acrobatic)	-	Constant visual (see Guidelines)
Cheerleading (Spirit, Dance)	-	On site (see Guidelines)
Cricket	On site	On site
Cross Country Running	In the area	In the area
Cross Country Skiing	In the area (see Guidelines)	In the area (see Guidelines)
Curling	On site	On site
Cycling	In the area (see Guidelines)	In the area (see Guidelines)
Dance/Rhythmic Activities	On site for rhythmic activities In the area for dance	-
Diving (Springboard or Tower)	-	Constant visual (see Guidelines)
Dodge Ball Games/Tag	Constant visual supervision	-
Fencing	-	On site (see Guidelines)
Field Hockey	On site	On site (see Guidelines)
Fitness Activities (Aerobics, Chinning Bar, Peg Board, Circuit Training, Aerobic Steps, Slides, Tubing, etc.)	On site	-
Floor Hockey	On site	-
Football (Flag, Touch)	On site	On site
Football (Tackle)	Not appropriate	Constant visual (see Guidelines)
Golf	On site	On site (see Guidelines)
Gymnastics	Constant visual supervision (see Guidelines)	On site (see Guidelines)
Handball (Wall)	-	On site (see Guidelines)

Horseback Riding	Not recommended	-
Ice Hockey	Not appropriate	Constant visual (see Guidelines)
In-line Skating	On site (see Guidelines)	-
Kinball	On site	-
Lacrosse	On site	On site (see Guidelines)
Martial Arts	On site (see Guidelines)	-
Outdoor Education	On site (see Guidelines)	-
Outdoor Education- Rock Climbing	Not recommended	-
Outdoor Education – Sailing	Not recommended	-
Outdoor Education – Winter tent camping	Not recommended	-
Parachute	Constant visual (see Guidelines)	-
Racquet Sports	On site (see Guidelines)	-
Racquet Sports – Squash	Not recommended	On site (see Guidelines)
Tennis	On site (see Guidelines)	-
Ringette	Not recommended	On site (see Guidelines)
Rugby (non-contact)	On site	-
Rugby (tackle)	Not appropriate	Constant visual (see Guidelines)
Scoopball	On site	-
Scooter Boards	On site	-
Skating (Ice)	On site	-
Skiing (Alpine)/Snowboarding	In the area (see Guidelines)	In the area (see Guidelines)
Skipping	In the area	-
Soccer	On site	On site
Softball	On site	In the area
Swimming/Synchronized Swimming	-	On site (see Guidelines)
Table Tennis	On site (see Guidelines)	In the area
Team Handball	On site	On site
Tennis	-	On site (see Guidelines)
Tetherball	In the area (see Guidelines)	-
Tobogganing	On site (see Guidelines)	-
Track and Field (Discus)	Not appropriate	Constant visual (see Guidelines)
Track and Field (High Jump)	Constant Visual	Constant visual (see Guidelines)
Track and Field (Hurdling)	Not recommended	Constant visual (see Guidelines)
Track and Field (Javelin)	-	Constant visual (see Guidelines)
Track and Field (Pole Vault)	Not appropriate	Constant visual (see Guidelines)
Track and Field (Shot Put)	Constant visual	Constant visual (see Guidelines)
Track and Field (Sprints)	On site (See Guidelines)	In the area
Track and Field (Triple Jump)	Constant visual (see Guidelines)	On site
Triathlon (Swimming,	-	In the area (see Guidelines)

Cycling, Running)		
Ultimate Frisbee	On site (see Guidelines)	-
Volleyball, Newcombe Ball, Beachball volleyball	On site (see Guidelines)	On site (see Guidelines)
Wall Climbing	On site (see Guidelines)	-
Water Polo	-	Constant visual (see Guidelines)
Weightlifting	-	On site (see Guidelines)
Wrestling	On site	On site (see Guidelines)

Note: If there is no level of supervision specified (indicated by “-“ in the chart above), then the activity is not included in the appropriate Elementary or Secondary OPHEA Guidelines.

Parental Consent Form

We recognize the level of interest and commitment of some students in organizing a _____ team, but we are not able to meet school requirements of a teacher-advisor for this team. The _____ School Council has met and has recommended to the principal that a group of volunteers be allowed to plan and implement a program for this team.

By signing this waiver, you as a parent understand fully that no staff member will be present at or responsible for any practice or game of this team. Should your child's team qualify for an NCSSAA Championship or any OFFSA-sponsored tournaments, the principal will work with the coach to ensure that a staff member is available to attend the event with the students, the coaching staff and any other identified volunteer supervisors.

There will be a qualified coach, _____, and _____ other parent volunteers who will assume all responsibility for: team selection, registration, fee collection, administration, conduct, transportation, practices and games. This team will be subject to a mid-season review which will consider team/player conduct and commitment to the program.

By consenting to your child's involvement in this activity, as parents you must also understand that this sport has, at any time, inherent risks associated with it.

I GIVE MY CONSENT FOR MY CHILD TO PLAY ON THE _____ SCHOOL _____ TEAM.

Please Print:

_____ Grade _____ Home Form _____
Student's Name

Please Print:

Please sign:

Parent/Guardian's name

Parent/Guardian's signature

Use of Volunteers in Exceptional Circumstances

In accordance with sections 4.8 and 4.12 of this procedure, the following provisions will govern any exceptional circumstance deemed by the Director of Education.

Determining the List of Extra-curricular Activities (teams, clubs, etc.)

1. The principal shall ask for staff volunteers for extra-curricular activities that they are willing to supervise.
2. The principal shall complete the Extra-Curricular Activity Log, Attachment G to this procedure outlining a proposed list of extra-curricular activities (teams, clubs, etc.) which he or she believes can safely and reasonably operate with volunteers and without supervision by staff. In accordance with section 4.8(b), the list of activities shall be categorized as:
 - a) low-risk activities, i.e., volunteers supervising students in open common areas or with intermittent observation by staff; or
 - b) medium- to high-risk activities, i.e., volunteers responsible for direct supervision of students, alone or off-site, with no staff supervision.

The list may include extra-curricular activities which could be offered, subject to the identification of qualified volunteers.

3. The principal shall consult with the school council on the proposed list of extra-curricular activities and shall submit the list to the Superintendent of Instruction for approval.
4. The superintendent of instruction shall review the list of proposed extra-curricular activities with the principal, prior to approval of the list.

Soliciting Volunteers

5. The principal shall invite volunteers from the parent and school community to support the identified list of extra-curricular activities.
6. Volunteers shall express their interest to the school principal. The expression of interest shall include:
 - a) advising the principal of the activity for which he or she is volunteering;
 - b) advising of his or her experience in the activity;
 - c) advising of his or her availability; and

- d) advising of his or her willingness to coach/lead the activity in schools other than the current school.
- 7. The principal shall review the volunteer requests and identify whether the volunteer activity is a low risk or a medium- to high-risk activity (see paragraph 2 above).
- 8. Where the extra-curricular activity in question is deemed to be low risk by the principal, the principal shall make appropriate arrangements with the volunteer in accordance with the provisions of this procedure.
- 9. Where the extra-curricular activity is deemed to be medium to high risk by the principal, the principal shall refer the volunteer to the central screening committee.
- 10. Where a volunteer indicates a willingness to supervise an activity that is not offered at the school, the principal may forward the application to the central screening committee for consideration in another school.

The Central Screening Committee

- 11. A central screening committee shall be established for the purpose of supporting the coordination of volunteers for medium to high risk extra-curricular activities. The central screening committee shall operate under the direction of the Associate Director.
- 12. The central screening committee shall undertake the screening of volunteers on behalf of the principal in accordance with section 4.23 (b)(i) of this procedure.
- 13. The principal shall direct volunteers for medium to high risk activities to the district website to obtain appropriate application forms which must be completed by the volunteer applicant and submitted to the central screening committee.
- 14. All volunteers for medium to high risk extra-curricular activities shall provide to the central screening committee:
 - a) a completed volunteer application form which includes:
 - i. two references; and
 - ii. evidence of his or her qualification to supervise the activity identified; and
 - b) an approved police record check (or evidence of application for a police record check).
- 15. The central screening committee shall:

- a) ensure proper documentation has been submitted;
- b) verify qualifications of the applicant; and
- c) confirm eligibility and placement of the volunteer.

16. The central screening committee shall provide all eligible volunteers with:

- a) training in the necessary legislative and policy requirements;
- b) review the supervisory and operational responsibilities of coaches;
and
- c) review the administrative requirements of coaches.

17. The central screening committee shall provide to the school principal, in writing, confirmation of the volunteer's eligibility to supervise the extra-curricular activity.

18. The central screening committee shall provide support to the principal as required.

19. Where the central screening committee has approved volunteers who are not affiliated with an individual school, the committee shall contact other principals, particularly those in rural or high needs schools to advise them of the availability of the volunteer(s).

Volunteer Training

20. All volunteers approved by the central screening committee must participate in the committee's training program and must sign a confidentiality agreement prior to undertaking any volunteer responsibilities which puts them in direct, unsupervised contact with students.

21. The mandatory training for all volunteers shall include, but is not be limited to:

- a) Safe Schools;
- b) Suspension;
- c) Suspension, Investigation and Expulsion;
- d) Code of Behaviour;
- e) Bullying; and
- f) Handling of confidential student information.

Volunteers in the School

22. The principal shall contact the volunteer and shall provide the volunteer with information regarding access to the school, equipment, team recruitment processes, and any other necessary information.

23. The principal shall ensure that a consent letter, as provided in Attachment E, is sent to parents of children participating in an extra-curricular activity that is supervised by a volunteer(s) without the presence of a staff member.
24. No student shall participate in an extra-curricular activity supervised by a volunteer without the presence of a staff member unless a signed parental consent letter has been provided.
25. Volunteer leaders of extra-curricular activities are responsible for the supervision of students within their care.
26. The central screening committee will work with principals and with the superintendent(s) of instruction to fulfill the responsibilities outlined in section 4.23(b)(ii).
27. Where a sports team qualifies to attend a competition, tournament and/or championship sponsored by NCSSAA and/or OFSAA, the principal shall work with the superintendent of instruction to ensure a staff member is available to attend the event.

School Extra-Curricular Activity Log

Name of School:
Principal:

Date:
Superintendent

Low Risk Activity: volunteers supervising students in open common areas or with intermittent observation by staff
Medium/High Risk Activity: volunteers responsible for direct supervision of students, alone or off-site, with no staff supervision

Activity	Staff Volunteer	Parent Volunteer (with staff support)	Parent Volunteer (without staff support)	Risk Level: Low or Medium/High	Did this activity run last year? Yes/No