**Attachment 6**

**PR.555.SCO**

**Use of Volunteers in Exceptional Circumstances**

In accordance with sections 4.3 and 4.5 (b) of this procedure, the following provisions will govern the exceptional circumstance arising in response to the reduction of staff volunteers associated with the passage of Bill 115, *Putting Students First Act* and are effective immediately.

**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 7 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:
3. low-risk activities, i.e., volunteers supervising students in open common areas or with intermittent observation by staff; or
4. 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.

1. 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.
2. The superintendent of instruction shall review the list of proposed extra-curricular activities with the principal, prior to approval of the list.

**Soliciting Volunteers**

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

1. 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.
2. The central screening committee shall undertake the screening of volunteers on behalf of the principal in accordance with section 4.9.2(a) of this procedure.
3. 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.
4. All volunteers for medium to high risk extra-curricular activities shall provide to the central screening committee:
5. a completed volunteer application form;
6. a completed reference form;
7. evidence of his or her qualification to coach the activity identified; and
8. an approved police record check (or evidence of application for a police record check).
9. The central screening committee shall:
	1. ensure proper documentation has been submitted;
	2. verify qualifications of the applicant; and
	3. confirm eligibility and placement of the volunteer.
10. The central screening committee shall provide all eligible volunteers with:
11. training in the necessary legislative and policy requirements;
12. review the supervisory and operational responsibilities of coaches; and
13. review the administrative requirements of coaches.
14. The central screening committee shall provide to the school principal, in writing, confirmation of the volunteer’s eligibility to supervise the extra-curricular activity.
15. The central screening committee shall provide support to the principal as required.
16. 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**

1. 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.
2. The mandatory training for all volunteers shall include, but is not be limited to:
	1. Safe Schools;
	2. Suspension;
	3. Suspension, Investigation and Expulsion;
	4. Code of Behaviour;
	5. Bullying; and
	6. Handling of confidential student information.

**Volunteers in the School**

1. 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.
2. The principal shall ensure that a consent letter, as provided in Attachment 5, 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.
3. 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.
4. Volunteer leaders of extra-curricular activities are responsible for the supervision of students within their care.
5. The central screening committee will work with principals and with the superintendent(s) of instruction to fulfill the responsibilities outlined in section 4.9.2(b).
6. 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.