Living Sky School Division No. 202

Administrative Procedure (AP) Manual

Procedure Name: 5.05 Volunteers			
Procedure Type:	Volunteers	**Implementation Date:**	AUG 31, 2016
Procedure Number:	5.05	**Last Approval Date:**	MAY 29, 2024
AP Owner:	HR Administrator	**Last Reviewed:**	SEP 10, 2026
Legal Reference(s):	*The Education Act, 1995 – s. 85, 87,175*		

Background

Living Sky School Division (LSKYSD) values those persons who volunteer to serve the needs of students. The division recognizes the support and dedication volunteers bring to school activities and that their efforts can have a very positive impact on students. LSKYSD also recognizes that it has a duty to ensure its students are in the care of persons of exemplary character.

Scope

This procedure applies to voluntary positions within LSKYSD.

Roles & Responsibilities

Principal

- the principal shall ensure this procedure is adhered to

Procedures

1. The principal shall request any volunteer who has direct and sole responsibility for providing supervision of students to submit a current criminal record check (within the last 12 months), including a vulnerable sector search (as per *5.02 Criminal Record Checks*). Volunteers who provide services under the direct supervision of a LSKYSD employee do not require criminal record checks.

2. The principal shall ensure all volunteers who have direct and sole responsibility for providing supervision of students have read procedure *5.03 Reporting Criminal Charges* and obtain from every volunteer a signed copy of *5.03A Statement of Acknowledgement.* This form must be signed every school year prior to volunteering.

3. Once *5.03A Statement of Acknowledgement* is signed, volunteers who have already submitted a criminal record check are not required to produce one again unless one school year or 12 months has passed since their last act of volunteerism for the division.

4. The principal is responsible for tracking the criminal record checks and yearly statements of acknowledgment from volunteers. This information should be kept at the school and shared internally as requested.

5. Each volunteer must receive the approval of the principal prior to serving as a volunteer.

6. No volunteer is to be involved in any one-on-one activity with a student unless he or she has received the prior approval of the principal.

7. Volunteers are not to have access to student files, academic records, or progress reports.

8. Volunteers are bound by the same code of confidentiality expected of all staff members of LSKYSD. It is inappropriate to discuss students collectively or individually outside the school as a result of information gained as a volunteer.

9. Volunteers will be considered agents of the board of education and under the division insurance plan while engaged in their volunteer tasks or activities.

10. In the event that a volunteer may be transporting students, it is the principal's responsibility to ensure that the volunteer meets the requirements described in LSKYSD's procedures.

11. Principals shall instruct volunteers to withdraw their services where it is deemed to be in the best interest of the students or the school to do so.

12. LSKYSD supports the Saskatchewan High Schools Athletic Association (SHSAA) in its goal of having staff members coach and supervise all student athletes engaged in extra-curricular activities. The division also recognizes that, on occasion, schools may need volunteers to serve as community coaches. If this happens, the selection, approval and appointment of community coaches must comply with SHSAA Bylaws and Regulations. These can be found at www.shsaa.ca.

13. Volunteers shall work under the direct supervision of a teacher or principal unless they have been approved in accordance with the SHSAA Bylaws and Regulations governing the selection, approval and appointment of community coaches.

Appendix

5.05A Volunteer Agreement Form

Related

5.02 Criminal Record Checks
5.03 Reporting Criminal Charges
5.38 Records Collection, Access, and Privacy
8.06 Private Vehicles