



**Date:** October 25, 2023 **Agenda Item:** 7.13

**To:** Board of Trustees

**From:** Shawna Warren, Superintendent

**Originator(s):** Lisa Lacroix, Associate Superintendent, Human Resources

**Governance Policy:** [AP315: Volunteers](#)

**Additional Reference:** [Policy 105: Vision, Mission and Values](#)  
[Policy 300: School Decision-Making](#)  
[AP310: Off-Site Activities](#)

**Assurance Domain:** Student Growth & Achievement  
Learning Supports  
Local & Societal

### **Superintendent Leadership Quality Standard (SLQS)**

SLQS Competencies ([SLQS](#) / [Board Policy 700](#)):  
Building Effective Relationships  
School Authority Operations and Resources

**Subject:** **Administrative Procedure 315: Volunteers**

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#### **Purpose:**

For information.

#### **Background:**

A review of *Administrative Procedure 315: Volunteers* was conducted. This review included the addition of key definitions and clarified the procedure for when a Vulnerable Sector Check is required to ensure greater clarity and consistency.

The purpose of these changes is to provide a clear framework for the involvement of volunteers within our Division and to safeguard the welfare of our students and staff.

Administration is prepared to respond to questions at the October 25, 2023, Public Board meeting.

#### **Attachment(s):**

1. Administrative Procedure 315: Volunteers
2. Administrative Procedure 315: Volunteers - Tracked Changes

## **Volunteers**

**Responsible Administrator: Associate Superintendent Human Resources**

### **PURPOSE**

Sturgeon Public Schools recognizes the contributions made by volunteers through assisting, supporting and enhancing school programs.

### **DEFINITIONS**

**Duty of Care:** shall mean a legal principle which identifies the obligations of individuals to take reasonable measures to care for and to protect all students to an appropriate level or standard. Students are vulnerable by default, however, if they cannot protect, defend, or assert themselves, permanently or temporarily because of age, disability, or circumstances, then that duty becomes more intense and the standard higher.

**Standard of Care:** refers to the degree or level of service, attention, care and protection that one owes another according to the law; usually this is considered with the laws relating to negligence. The required standard varies according to the circumstances of each situation.

**Volunteer:** Shall mean an individual who assists the school and/or students in curricular and/or extra-curricular activities, not including Division employees, guest speakers, presenters, special visitors to the school or School Council members while in their role as School Council members.

**Vulnerable Sector Check:** shall refer to an enhanced criminal record check. The type of record check was created in 2000 to protect children and vulnerable persons and is governed by section 6.3(3) of the Criminal Records Act.

### **PROCEDURE**

1. The school Principal shall establish guidelines for the involvement of volunteers in schools and shall ensure that school level practices adhere to all Division policies and administrative procedures and shall include the following:

- 1.1 Task descriptions for classroom and out-of-classroom volunteers;
- 1.2 Specific orientation, training, and supervision by teachers for classroom and in-school volunteers;
- 1.3 Written expectations or specific guidelines including the willingness to be trained, confidentiality, suitability for volunteering and procedures for communicating absences;
- 1.4 Method of tracking volunteer activities and hours donated;
- 1.5 Method of recognizing volunteer service.

2. The school Principal shall ensure that volunteers taking part in field trips and in coaching and other responsibilities requiring sole-supervisory responsibility of students will provide the school with a current criminal record check and vulnerable sector verification before the volunteer can be assigned to such activities.

2.1 Ideally, volunteer opportunities shall generally be established to avoid the necessity of vulnerable sector verifications.

2.2 Criminal record check and vulnerable sector verification, if applicable, are to be renewed every three years.

2.3 If a volunteer moves schools within the Division, a new criminal record check and vulnerable sector verification, if applicable, is required.

3. Volunteers shall demonstrate a standard of care, expected in individual circumstances, that is of a reasonable or prudent person.

4. The standard of care shall be continuously utilized including a consideration of the following:

4.1 Performing or responding such that a reasonable person of average judgement, skill and experience, would be expected to do - or not do - under similar circumstances.

4.2 continuously applying a consideration of the risks involved in any situation, given the nature of the activity, the participants, the setting, the availability of support or assistance, and the other relevant factors; and

4.3 Consideration of the consequences of an action - or lack of action - that a reasonable person of average judgement, skills, memory and experience would be expected to foresee.

5. A copy of school level practices will be forwarded to the Deputy Superintendent's office for information.

## **History**

2020 Jan 29 Initial Approval

2023 Oct 25 Amended

## Volunteers

**Responsible Administrator: Associate Superintendent Human Resources**

### PURPOSE

Sturgeon Public Schools recognizes the contributions made by volunteers through assisting, supporting and enhancing school programs.

### DEFINITIONS

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Standard of Care: refers to the degree or level of service, attention, care and protection that one owes another according to the law; usually this is considered with the laws relating to negligence. The required standard varies according to the circumstances of each situation.

Volunteer: Shall mean an individual who assists the school and/or students in curricular and/or extra-curricular activities, not including Division employees, guest speakers, presenters, special visitors to the school or School Council members while in their role as School Council members.

Vulnerable Sector Check: shall refer to an enhanced criminal record check. The type of record check was created in 2000 to protect children and vulnerable persons and is governed by section 6.3(3) of the Criminal Records Act.

### PROCEDURE

1. The school Principal shall establish guidelines for the involvement of volunteers in schools and shall ensure that school level practices adhere to all Division policies and administrative procedures and shall include the following:
  - 1.1 Task descriptions for classroom and out-of-classroom volunteers;
  - 1.2 Specific orientation, training, and supervision by teachers for classroom and in-school volunteers;
  - 1.3 Written expectations or specific guidelines including the willingness to be trained, confidentiality, suitability for volunteering and procedures for communicating absences;
  - 1.4 Method of tracking volunteer activities and hours donated;
  - 1.5 Method of recognizing volunteer service.

2. The school Principal shall ensure that volunteers taking part in field trips and in coaching and other responsibilities requiring ~~sole-supervisory responsibility independent supervision~~ of students will provide the school with a current criminal record check and ~~child security check~~ (~~vulnerable sector verification component~~) before the volunteer can be assigned to such activities.

2.1 Ideally, volunteer opportunities shall generally be established to avoid the necessity of vulnerable sector verifications.

2.2 Criminal record check and ~~child security checks~~ vulnerable sector verification, if applicable, are applicable are to be renewed every three years.

2.3 If a volunteer moves schools within the Division, a new criminal record check and vulnerable sector verification, if applicable, and child security check is required.

3. Volunteers shall demonstrate a standard of care, expected in individual circumstances, that is of a reasonable or prudent person.

4. The standard of care shall be continuously utilized including a consideration of the following:

4.1 Performing or responding such that a reasonable person of average judgement, skill and experience, would be expected to do - or not do - under similar circumstances.

4.2 continuously applying a consideration of the risks involved in any situation, given the nature of the activity, the participants, the setting, the availability of support or assistance, and the other relevant factors; and

4.3 Consideration of the consequences of an action - or lack of action - that a reasonable person of average judgement, skills, memory and experience would be expected to foresee.

53. A copy of school level practices will be forwarded to the Deputy Superintendent's office for information.

## History

2020 Jan 29 Initial Approval

2023 October Reviewed