



AP 480 – VOLUNTEERS

BACKGROUND

Recognizing that community involvement is an important part of the educational process, Saskatoon Public Schools encourages the involvement of volunteers in its schools and related programs. Further, recognizing that student safety is highly valued, Saskatoon Public Schools has put in place safety procedures related to volunteers.

DEFINITIONS

1. **Volunteer:** persons who have a relevant area of expertise and/or experience and who are involved on a short-term basis to enhance the educational or extra-curricular programming without compensation. Volunteers do not include division employees, students, guest speakers, presenters, special visitors to the school, or School Community Council members in their role as a School Community Council member.
2. **Visitor:** persons who visits the school on a non-regular basis as a guest speaker, presenter, or special visitor. Visitors must be supervised at all times when interacting with students.

PROCEDURES

1. The Principal is responsible for ensuring the development of school-based regulations outlining ways in which volunteers can become actively involved in the school.
2. The Principal must approve all uses of volunteers in school activities. If a volunteer is supervising a school activity, the principal will ensure that a letter is sent to parents/guardians prior to the start of the activity indicating that the coach/supervisor is not a faculty member and outlining school expectations regarding behaviour and communication with the volunteer coach and school.
3. The Principal shall deny or withdraw the services of a volunteer where it is deemed to be in the best interests of the students or school to do so.
4. Volunteers' pre-K- 12 must adhere to the following guidelines in order to work with students:
 - 4.1. All volunteers are required to provide a current criminal record check.
 - 4.2. All volunteers who will be involved in the direct supervision of children, and not within the visual range of a Saskatoon Public Schools employee, will also be required to provide the principal with a current police vulnerable sector check.
 - 4.3. There is no legislation that describes the valid length of a criminal record check. For the purposes of our school division, we define the valid length of such a check to be one calendar year. If the candidate already has a criminal record check, including the vulnerable sector check, it will be accepted as long as it is not more than one (1) year old.
 - 4.4. Provide evidence to the principal that they have the requisite skills and experience to serve in the volunteer capacity.
 - 4.5. Meet with the school principal to receive expectations pertaining to school philosophy and practices regarding extra-curricular activities.



- 4.6. Be supervised by a Saskatoon Public Schools' employee.
- 4.7. For secondary school athletics involvement, the volunteer shall:
 - 4.7.1. In addition to the police criminal record check and vulnerable sector check, the volunteer must complete the Non-Faculty Coach Declaration. In the case of athletics, the form to be completed is Saskatchewan High School Athletics Association (SHSAA) Form E-14. This form must have the signature of the coach, principal, director, and SHSAA director in order for the coach to independently supervise student athletes. It should be noted that form E-14 is valid for one year only and will require reapplication should the extra-curricular volunteer's services be sought for more than one coaching season. In the case of coaching, the extra-curricular volunteer will also provide proof of National Coaches Certification Program (NCCP) Introduction to Competition- Part A & B and/or evidence of significant coaching experience.
5. Volunteers will only be assigned to a teacher with the teacher's consent.
6. All volunteers are bound by the same code of confidentiality expected of all employees of the Division. It is inappropriate to discuss students collectively or individually outside the school as a result of information gained as a volunteer. Volunteers shall hold confidential all information gained by virtue of being a volunteer within Saskatoon Public Schools.
7. After being charged with an offence, school level volunteers must contact the principal or supervisor to withdraw their services. The principal or supervisor will ensure the volunteer is removed from the list of approved volunteers.
8. Since all volunteers are considered to be agents of the Board, they shall be covered by the Division's third-party liability insurance plan while performing volunteer tasks as outlined by administrative procedures and requirements of the school division. Third party liability insurance defends legal costs and pays for court awarded damages caused by the insured vehicle/driver or to other persons or property. This coverage does not provide insurance for injury to the driver or damage to the vehicle being driven.

Date Last Revised: May 2025



**POLICE CHECKS FOR VOLUNTEERS
(LARGE GROUPS OR BATCH CHECKS):**

1. Criminal Record Check Application forms can be accessed and printed at <https://saskatoonpolice.ca/recordcheck/>
2. Criminal Record Checks for residents of Saskatoon can be obtained from the Saskatoon Police Service. Any volunteers who live outside of Saskatoon are required to obtain a record check from the jurisdiction where they reside.
3. Applicants **may choose** to complete the Criminal Record Check and Vulnerable Sector check online. This online process can be accessed 24 hours a day without having to attend at the Saskatoon Police Station. Applicants must be a resident of Saskatoon in order to apply through this service. If there are no concerns or follow-ups required, the police screening documents will be mailed to the applicant. The online process is estimated to take 14 days and there is a processing fee that will be the responsibility of the applicant. The online process can be accessed at: <http://policesolutions.ca/checks/services/saskatoon/>
4. The Vulnerable Sector side of the Criminal Record Check application must be completed if your volunteer activity will cause you to be in a position of Trust or Authority over a Vulnerable Persons (i.e. children, seniors, or people with disabilities).
5. Once these forms are completed, and in order to process at **no charge**, a letter must be submitted including the following:
 - Printed on letterhead of organization
 - Names of the volunteers
 - Type of volunteer position within the school division
 - Signature and name at the bottom of the letter (principal or vice/assistant principal)
6. The school may choose to do the following if applicants are unable to go to the Saskatoon Police Services offices during regular Criminal Check hours:
 - Have a scrutineer or notary public notarize identification of all applicants. A school administrator can serve as the scrutineer.
 - Identification required would be: one piece of valid photo ID and a government identification verifying birth date (e.g., Canadian Citizenship Card, Driver's License, Treaty Card, Health card/ Social Insurance card). Both pieces of ID must be in the same last name.
 - Have applicants photocopy a piece of government issued photo-identification to submit with their application. Photocopy must be readable, and photo, birthdate, and address must be present. The scrutineer (i.e., a school-based administrator) must sign all photocopies.
 - The scrutineer (i.e., a school-based administrator) should compose, on school letterhead, a letter listing the names of all volunteer applicants and state the scrutineer's full name and phone number as part of the submission package. If a notary public is appointed, his or her stamp must be present on each photocopied identification.



7. Submit entire package to:

Saskatoon Police Service

c/o Criminal Record Checks
76-25th Street East
Saskatoon, SK

Mailing address:
c/o Criminal Record Checks
Box 1728
Saskatoon, SK S7K 3R6

8. Package should consist of:

- Letter listing all volunteers (from scrutineer)
- Applications completed in full
- Photocopies identification with a scrutineer or Notary Public's name present.

IMPORTANT NOTES:

- If the school wishes to have all Criminal Record Check letters sent directly to them, then applicants must authorize this on the application form where it states BELOW PORTION FOR POLICE USE ONLY. If a Criminal Record does exist for the applicant, a letter will not be given to the organization but will be sent directly to the individual.
- Applicants must have all signatures present on application form and truthfully answer questions 1-3 listed on first page.
- If certain areas of the application form are not filled out entirely, the applicant will be contacted directly in order to rectify missing information.
- Applicants may choose to complete the Criminal Record Check online. There is a processing fee for online applications that will be the responsibility of the applicant to pay. Applicants can submit Criminal Record Checks in-person or via mail delivery with the appropriate information from their school for no charge.



CRIMINAL RECORD CHECKS: Process and Decision Points

