



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

The use of volunteers must have a specified purpose. Volunteers normally perform one of the following roles:

1. **Resource Volunteers:** persons who have a relevant area of expertise and/or experience and who are involved on a short-term basis to enhance the educational program. Their visits are planned, supervised and evaluated by a certified teacher.
2. **Independent Volunteers:** persons who have a relevant area of expertise and/or experience, who are involved on a short-term basis to enhance the extra-curricular educational program, and who meet stringent criteria in order to supervise an activity with staff supervision. School administration may enlist the volunteer services of a community member to oversee a particular team or club, provided the following procedures are followed.
3. **Support Volunteers:** persons who directly or indirectly assist teachers in achieving educational objectives by providing non-educational services such as the supervision of field trips, driving, coaching, chaperones, etc.

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.
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. **Independent volunteers and support volunteers** who will be involved in the direct supervision of children, and not within the visual range of a Saskatoon Public Schools employee, will be required to provide the principal with a current police criminal record check, including a vulnerable sector search check. A police criminal record check may be applied for using the application process attached to this administrative procedure. For the purpose of volunteering, there is no fee associated with criminal record checks. There is no legislation that describes the valid length of a criminal record check. For purposes in our school division, we define the valid length of such a check to be one calendar year.
5. **Independent volunteers** must adhere to the following guidelines in order to work with students:
 - Meet with the school principal to receive expectations pertaining to school philosophy and practices regarding extra-curricular activities.



- Provide two letters of reference to the principal which attest to the qualifications and suitability for the position.
- For elementary school involvement:
 - The independent volunteer shall provide evidence to the principal that he/she has the requisite skills and experience to serve in the particular volunteer capacity.
 - The independent volunteer shall provide evidence to the principal that he/she has not been a high school student during the past two years.
 - The independent volunteer will be supervised by a Saskatoon Public Schools' employee.
- For Secondary school athletics involvement:
 - 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 independent volunteer's services be sought for more than one coaching season. In the case of coaching, the independent volunteer will also provide proof of National Coaches Certification Program (NCCP) Introduction to Competition- Part A & B and/or evidence of significant coaching experience.
 - If working with either a frosh or junior club or team (grades 9 or 10), provide evidence to the principal that he/she has not been a high school student during the past two years. If working with a senior club or team (grades 11 or 12), provide evidence to the principal that he/she has not been a high school student during the past four years (According to SHSAA bylaws, individuals within this four-year period may coach but cannot be the sole individual responsible to coach or supervise a school team or student-athlete.).
 - The independent volunteer will be supervised by a Saskatoon Public Schools' employee.
- For Secondary school non-athletic involvement:
 - The independent volunteer shall provide evidence to the principal that he/she has the requisite skills and experience to serve in the particular volunteer capacity.
 - The independent volunteer shall provide evidence to the principal that he/she has not been a high school student during the past two years.
 - The independent volunteer will be supervised by a Saskatoon Public Schools' employee.
- If an independent 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.



6. **Resource volunteers** will only be assigned to a teacher with the teacher's consent.
7. **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.
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 engaged in their volunteer tasks. 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.

Reference: Saskatoon City Police
Date Last Revised: September, 2016



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

1. Criminal Record Check Application forms can be accessed and printed at <http://police.saskatoon.sk.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.
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 Public 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.

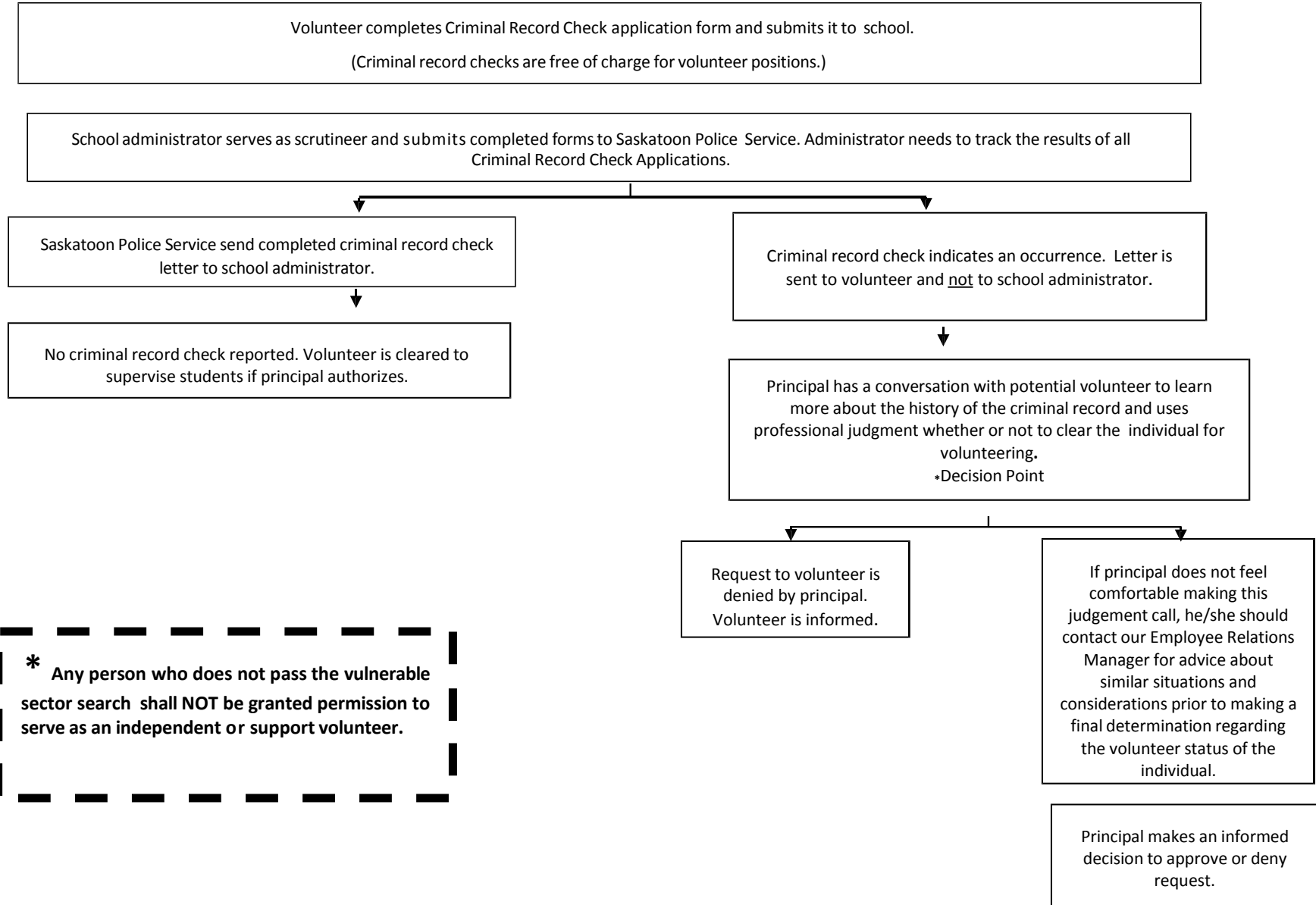


IMPORTANT NOTES:

- The Vulnerable Sector Search (second page of the application) must be filled out in full.
- 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.
- 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.
- 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 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.
- Review the attached “Criminal Record Checks: The Process and Decision Points”



CRIMINAL RECORD CHECKS: The Process and Decision Points



*** Any person who does not pass the vulnerable sector search shall NOT be granted permission to serve as an independent or support volunteer.**