

## **109 General AP - Volunteers**

1. The Division recognizes that volunteers can have a significant and positive impact on the educational environment and encourages their involvement in schools.
2. Ensuring a safe and caring environment for students must be the primary consideration in the selection and use of volunteers for extra-curricular, co-curricular, and/or curricular activities.
3. Principals shall be responsible to ensure there is a procedure in place for the recruitment, orientation, and approval of volunteers. Where applicable, the following issues should be discussed with volunteers:
  - a. School philosophy regarding the participation of students (i.e. selection, playing time, behaviour expectations, etc.)
  - b. Use of school facilities and equipment
  - c. Supervision expectations
  - d. Discipline and referral procedures
  - e. Communications with parents
  - f. Finances and fund-raising
  - g. Transportation procedures
  - h. Professional development opportunities
4. All volunteers who work with children without a teacher present and/or is a person who will volunteer on multiple occasions must submit to the principal, a satisfactory Criminal Record Check, inclusive of a Vulnerable Sector Check.
5. If the school related activity involves overnight supervision, all volunteers must submit to the school principal, a satisfactory Criminal Records Check, inclusive of a Vulnerable Sector Check, prior to the activity occurring.
6. For those volunteers in which Criminal Records Checks are required, a Criminal Records check need only be submitted to the principal once every three years.
7. Volunteers must complete the "Statement of Confidentiality" attached to this policy.
8. Parents must be informed, prior to the commencement of the activity, if a volunteer(s) will be coaching or supervising students without the assistance of a teacher.
9. The principal may require additional supervisors to accompany the activity before allowing it to proceed (i.e. provision of both male and female supervisors for co-ed activities). All overnight activities involving students require a supervisor who is of the same gender as the students (i.e. if both male and female students are participating then there would need to be both male and female supervisors.)
10. In the event a school team coached by a volunteer reaches zone or provincial competition, the team may participate only if School Sport Alberta (SSA) regulations

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regarding teacher supervision are met. Unless otherwise authorized by the Superintendent or designate, teachers assigned to supervise/coach for zone or provincial competition shall be employees of the Division.

11. Volunteer supervisors / coaches should be encouraged to participate in professional development activities that will enhance their ability to deal with the needs of students involved in the activity. (i.e. coaching certification clinics, first aid programs, etc.).
12. Volunteers shall not be assigned sole responsibilities which belong to the teacher, principal, or other employees that are directly involved with the activity.

**Revised:** March 8, 2019

**Revised:** October 2025

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**CONFIDENTIALITY AGREEMENT**

NAME OF VOLUNTEER \_\_\_\_\_

SCHOOL OR LOCATION \_\_\_\_\_

I hereby declare that I will maintain confidentiality with respect to personal or other information of any students, student families, and/or employees of Prairie Rose Public Schools that I am privy to as part of my Volunteer time with PRPS.

I understand that disclosure on my part of any such privileged information will result in revocation of my Volunteer privileges.

IN WITNESS WHEREOF this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

I hereby acknowledge that I have read, understand, and accept the above terms.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Volunteer Name

Signed in the presence of:

\_\_\_\_\_  
School Administrator