

The Board believes that appropriate deployment of volunteers and enhance the operation of a school. The Board is responsible for the well-being of students and staff and requires that all volunteers be registered at the school(s) in which they volunteer.

Definition

A volunteer is someone who assists school staff and/or students in curricular or extra-curricular activities and includes volunteer drivers. It does not include guest speakers, presenters, or visitors.

A Vulnerable Sector Check (VSC) is a Criminal Record Check completed by the police that also confirms whether the applicant has a record suspension (pardon) for a sexual offence. Under the Criminal Records Act, a VSC may only be requested for a specific position in which the applicant will be in a position of trust or authority over vulnerable persons. Students, as minors, are vulnerable persons because their age places them in a position of dependence on others and at greater risk of harm from a person in a position of trust or authority.

Procedures

1. Volunteers will act in accordance with Division and School policy and procedures.
2. The principal shall be advised of and approve all volunteer positions in the school.
3. All volunteers are subject to the direction of the principal at all times.
4. A pre-service orientation will be provided by the Principal or designate. This session will include the school athletic philosophy, guidelines will be established and procedures clarified, emphasizing the importance of confidentiality.

If the volunteer is acting in the capacity of a coach the supervising teacher has the final authority in all matters relating to the team. The Principal, will discuss the following with the volunteer:

- 4.1 Playing time (if a team)
 - 4.2 Supervision Expectations
 - 4.3 Discipline Procedure and referral;
 - 4.4 Communication with the home;
 - 4.5 Finances/Fund raising;
 - 4.6 Transportation procedures;
 - 4.7 Use of school facilities and equipment
5. The principal is responsible for ensuring that the volunteer coach/supervisor is suitably qualified and capable of providing the required service.
6. All volunteer coaches/supervisors must be under the direction of an employee of the Division, preferably a teacher. The employee must be in the location of the activity at all times including attending away games and tournaments, except where an activity or association guideline supersedes i.e. ASAA provincial competition protocols require teachers as supervisors.
7. A volunteer may not be assigned to a teacher without the teacher's consent.
8. All volunteers shall:

- 8.1 Complete a Volunteer Registration Form; (Form 433-1)
 - 8.2 Provide a Criminal Records Check (CRC) dated within the past 6 months. The CRC must include a Vulnerable Sector Check (VSC) when the volunteer position places the volunteer in a position of trust or authority over students.
 - 8.2.1 The Principal, in consultation with the Superintendent or designate, determines whether a volunteer position requires a VSC. A VSC is appropriate where the volunteer may be alone with students, supervises or transports students, or is in a role that leads students and families to place their trust in the volunteer. Examples include coaches, volunteer drivers, field trip and overnight chaperones, and volunteers who work with students one on one. Positions with only casual or occasional contact with students do not normally qualify for a VSC.
 - 8.2.2 The RCMP must also agree that the position requires a VSC. If the RCMP declines to complete a VSC for a position, the volunteer provides a CRC and the Principal consults the Superintendent or designate on whether the volunteer may serve in that position.
 - 8.3 Provide a Child Welfare Check
 - 8.4 Sign a Confidentiality Agreement (Form 433-2)
 - 8.5 Complete a Volunteer Driver Form – if they are volunteering to drive. (Form 433-3)
 - 8.6 Complete Student Excursion Form – if assisting with a field trip (Form 433-4)
9. Volunteers shall complete all required form(s) every three (3) years. All documents pertaining to the application of a volunteer shall remain in the school for the balance of the school year.
10. The Division will require volunteers to complete the Declaration of Status (Form 433-5) on an annual basis.
11. Before a volunteer applies to the RCMP, the Principal or designate shall complete, sign, and give the volunteer Form 433-6, Volunteer Position Verification and Request to Waive Fees. The Criminal Records Act requires that a VSC be tied to a specific position, and the RCMP requires the following information to validate a volunteer request:
- 11.1 the applicant's name;
 - 11.2 the volunteer position, a description of the duties, and the location(s) where the duties will be performed;
 - 11.3 the students the volunteer will work with (ages or grades), why these students are part of the vulnerable sector, and verification that the volunteer will not receive any remuneration or consideration for the work;
 - 11.4 the name and title of the person requiring the check; and
 - 11.5 the full school name, address, and phone number.
- Fees may be waived for volunteer positions only. A letter is not required for paid positions.
12. The Principal, under consultation with the Superintendent, may approve a parent supervisor who has a criminal record. If an applicant has a criminal record, the Principal will review the applicant's suitability and consult with the Superintendent (or designate) for the volunteer position based upon the following factors:
- 12.1 The type of charge or offence;
 - 12.2 The age of the charge or offence;
 - 12.3 The type of volunteer work the applicant is being considered for;
 - 12.4 Whether the criminal record impacts on the applicant's ability to perform the volunteer duties;

- 12.5 Whether the behavior associated with the offence(s) if repeated, will pose a threat of physical or sexual abuse to children or others; and
- 12.6 Any other factor(s) which the Principal deems to be relevant.
13. If a person wishes to volunteer in more than one school during the same school year, the Principal of the first school may forward the documents to the other school(s).
14. Volunteers are considered named insureds while they are acting on behalf of and under the direction of the school board so coverage is extended to them as it would be for an employee.
15. Under no circumstances shall the information contained in a volunteer's Criminal Record Check, Vulnerable Sector Check or Child Welfare Intervention Check be shared with individual staff members. These results shall be collected, stored, and handled in accordance with the Protection of Privacy Act and the Criminal Records Act.
16. The Principal may deny or revoke permission for a volunteer to work in schools if the volunteer is in breach of Board Policies or Administrative Procedures or if the Principal considers it advisable.
17. Whenever possible, volunteers should be supervised by a staff member identified by the Principal or designate.
18. The school shall establish an appropriate tracking system to verify the identification of volunteers and determine the number who are at school at any one time.

Created January 2016

Reviewed/Revised: March 2016, January 2017 April 2020 May 2026 September 2026

Reference: Section 197, 256, 10, 53, 52, 222 Education Act
 Protection of Privacy Act
 Criminal Records Act (Canada)
 Supervision of Athletes and Teams (AB School Athletic Association Handbook)

 Wainwright RCMP, Vulnerable Criminal Record Screening (September 26, 2023)

 Cross Reference: Procedure 411 – Criminal Record Check and Child Welfare Check

The East Central Alberta Catholic School Division Parent Volunteer Expectations and Confidentiality

Parents are encouraged and welcome to volunteer in our schools. Parent volunteers support student learning, school activities, and a positive school culture while working under the direction of school staff. Volunteers are expected to:

- Act in the best interests of all students
- Follow the East Central Alberta Catholic School Division's policies and guidelines
- Treat students and staff with respect, fairness, and professionalism
- Support safe, inclusive, and welcoming learning environments

Confidentiality & Privacy

- Volunteers must protect the privacy of students, parents, and staff at all times. All personal and student information is confidential and must not be shared or discussed outside the school or with other volunteers or parents.
- Volunteers must not access, use, or disclose personal information without authorization. Photos or videos taken within the school are **for school purposes only** and may not be used for personal use or shared, including on social media, unless permission is granted.
- If concerns arise about a student or situation, volunteers should report them to the classroom teacher or school administration.
- Confidentiality continues even after volunteering ends.
- Volunteers are considered employees under the *Protection of Privacy Act* and are responsible for protecting any information they see, hear, or access.

Safety & Student Well-Being

Volunteers must:

- Maintain appropriate professional boundaries
- Use respectful language and behavior
- Follow supervision and safety procedures
- Immediately report concerns to school staff

Health, Safety & Procedures

- Sign in and out at the school office
- Wear volunteer or visitor identification if required
- Follow emergency procedures (fire drills, lockdowns, etc.)
- Report accidents or injuries immediately

Code of Conduct

Volunteers are expected to:

- Follow staff direction
- Respect diversity and inclusion
- Communicate concerns through appropriate school channels

Volunteers do not:

- Discipline students
- Supervise students independently unless assigned
- Access personal information (student records)
- Share student or school information

Failure to follow expectations may result in removal from volunteer duties.

Duty to Report

Under Alberta law, any person who believes a child may be in need of intervention must report concerns to Child and Family Services. Volunteers should notify school administration right away.

Thank You

Your involvement strengthens our school community and supports student success. We appreciate your time and commitment.