



## SCHOOL VOLUNTEERS/VOLUNTEER TEAM COACHES

### Background

The district acknowledges that school volunteers, through their donation of time and talent, provide a valuable contribution to the successful operation of a school and the education of students. While schools are strongly encouraged to use school employees as coaches/sponsors for student activities, schools may also use a volunteer coach where it is not possible to find a willing and suitable employee and where the opportunity exists to use a volunteer coach of a proven ability.

The district will strive to promote an environment within schools which welcomes volunteers, provides them with meaningful work and which shows appreciation for their efforts.

School volunteers will be selected, oriented, and supervised in order to minimize risk to students, maximize contribution to school district objectives, and to ensure the protection of privacy of students, their families and all student records.

### Procedures

1. The principal, in his or her sole discretion, which shall not be subject to appeal, may choose not to make use of any person as a volunteer, or remove any volunteer from the school if the principal considers it advisable.
2. In accordance with operational procedure 380 (Student Transportation), student category 'N' (Novice) drivers are not to be used as volunteer drivers.
3. For insurance purposes, volunteers will be considered agents of the Board of Education while providing volunteer services.
4. The principal will require a staff sponsor for activities organized and run by community volunteers.

#### 5. School Volunteers

- 5.1 Volunteers, individually and in groups, will be governed by regulations determined by each school's principal, relating to the internal operation of the school, but no volunteer will be assigned to a teacher without the teacher's consent.
- 5.2 All school volunteers are required to complete a Volunteer Application Form (SD72 Form 430-1)
- 5.2 The principal will screen all support service volunteer applicants, using the Risk Factor Protocol. Reference checks are required for high-risk situations but are optional for low or medium risk situations (SD72 Form 430-2 Risk Factor Protocol).
- 5.3 All adult volunteers who are expected to be alone with students, without the near company of other adults, will be required to have a criminal record check in accordance with operational procedure 421 (Criminal Record Checks).
- 5.4 The principal can refuse to allow a volunteer to work in the school if these procedures are not agreed to by the volunteer or where the volunteer is deemed not acceptable subsequent to the screening process.

- 5.7 A letter of understanding (SD72 Form 430-3) and a confidentiality agreement (SD72 Form 430-4) must be signed by those volunteers accepted to work in schools. The letter of understanding may be individualized by the schools. Each school's letter of understanding must, however include: the need for confidentiality; the right to discontinue the services of the volunteer; and the school year for which the letter is applicable.
- 5.8 If a principal deems a volunteer applicant to be unsuitable for any situation, the reasons should be given to the applicant.

## 6. Volunteer Coaches

- 6.1 Volunteer coaches must be over the age of 19.
- 6.2 All volunteer coaches must complete a Volunteer Coach Application form (SD72 Form 430-5), a criminal record check, and provide a current Driver's Abstract prior to any involvement with students. Costs for these will be reimbursed by the school upon receipt.
- 6.3 Each volunteer coach must be interviewed by the school principal with another administrator.
- 6.4 A letter of understanding (SD72 Form 430-3) and a confidentiality agreement (SD72 Form 430-4) must be signed by volunteer coaches accepted to work in schools. The letter of understanding may be individualized by the schools. Each school's letter of understanding must, however include: the need for confidentiality; the right to discontinue the services of the volunteer; and the school year for which the letter is applicable.
- 6.5 The principal will provide the volunteer coach with an orientation package, which will include:
- An outline of school expectations for standards expected of all coaches, specifically in the areas of supervision, instruction and the custodial care of students.
  - The process for reporting injuries, obtaining medical care, and authority to administer medications. (operational procedure 342 – Student Illness or Injury at School and operational procedure 340 – Management of Students with Medical Conditions).
  - A copy of any rules and regulations that govern the activity to be undertaken by the volunteer coach, as well as a copy of the Coaches Code of Conduct as printed by BC School Sports if it involves any athletic endeavour.
  - A copy of the school's code of conduct and disciplinary expectations.
  - A discussion of fair play ideals and game skills.
- 6.6 The volunteer coach will comply with all school expectations in regard to standards expected of all coaches, specifically in the areas of supervision, instruction and the custodial care of students, including:
- Reporting to the principal on a regular basis about the program and schedules of the activity.

- Being present at all practices, games, meetings or performances, and travel events.
- Advising the principal and parents of all travel and supervision arrangements in accordance with operational procedure 220 (Student Travel – Field Trips).
- Making their presence known to tournament/event organizers.

6.7 The principal will:

- Convene a meeting with students and parents of an activity involving a volunteer coach, to review school expectations for students and coaches, and to inform parents who the volunteer coach will be.
- Give consideration as to whether an employee should accompany the group on overnight trips, taking into account distance to travel, mode of travel, and supervision required during the trip.
- Review the volunteer coach's suitability at least twice during the season of the activity. If the principal deems the volunteer coach to be unsuitable in the role, the volunteer coach will be relieved of all coaching duties immediately.

Legal Reference: Sections 17, 20, 22, 26.1, 65, 85 School Act

Form Reference: [SD72 Form 430-1 Volunteer Application Form](#)  
[SD72 Form 430-2 Risk Factor Protocol Form](#)  
[SD72 Form 430-3 Volunteer Letter of Understanding](#)  
[SD72 Form 430-4 Volunteer Confidentiality Agreement](#)  
[SD72 Form 430-5 Volunteer Coach Application Form](#)