

PARTNERSHIPS (Volunteers, Contractors, Consultants)

Background

The Good Spirit School Division recognizes that partnerships are an integral part of the educational process where certain services may be provided by external contractors or consultants and also encourages the involvement of volunteers in its schools and related programs. The Division believes volunteer efforts have a positive impact on students.

Volunteers are defined as any individual who provides support for curricular and extra-curricular programming at the school level including non-teacher coaches, supervisors and assistants.

The Division requires administrators to exercise discretion in allowing volunteers to serve the needs of students by accessing schools, classrooms and school grounds.

Contractors and consultants will provide services within specified parameters and have a specific purpose.

Procedures

1. The administrator must approve all volunteers who support school activities prior to the volunteer beginning their task. Volunteers who serve on a regular basis, and/or engage in any activity that potentially involves one-on-one unsupervised contact with students must submit a criminal record and vulnerable sector check (CRVS).
 - 1.1. In the case of a volunteer new to the Division, the administrator, if required, may provide a written request (Form 400-2 RCMP Request to obtain Criminal Record and Vulnerable Sector Check) to the local RCMP Detachment. The volunteer will then provide the issued criminal record and vulnerable sector check to the administrator who will retain the document at the school level.
 - 1.2. If the individual has provided a CRVS to the Division through their work in a different capacity a copy of the CRVS may be obtained from the Human Resources Department who will advise on its validity.
 - 1.3. For the purposes of this clause, a recent CRVS is defined as being completed within the last six (6) months.
2. Schools are required to ensure that volunteers cannot displace or take hours of work away from regular support staff.
3. All volunteers, contractors, and consultants (new and existing) must acknowledge and sign-off on the Partnership Code of Conduct by submitting a completed Form 497-2 Partnership Code of Conduct Review electronically or by paper. Sign-off of the Code will be completed on an annual basis. Each Declaration will be retained at the school level.

4. The use of volunteers must have a specified purpose. Volunteers normally perform one of the following roles.
 - 4.1. 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 certificated teacher.
 - 4.2. Extra-curricular Volunteers including non-teacher coaches, supervisors and assistants have relevant area of expertise and/or experience and are involved on a short-term basis to enhance the extra-curricular educational program.
 - 4.2.1. The process required for approval of non-teacher coaches, supervisors and assistants is outlined in the current Saskatchewan High School Athletics Association bylaw regarding non-teacher coaches.
 - 4.2.2. Each administrator shall have in place a method of ensuring that the team's aims and objectives are in accordance with the SHSAA constitution and Board policies and administrative procedures.
 - 4.2.3. Non-teacher coaches will be expected to operate their program in accordance with the SHSAA constitution and bylaws.
 - 4.2.4. Non-teacher coaches approved by this procedure have the same duties and responsibilities as teacher coaches.
 - 4.3. Support Service Volunteers – persons who directly or indirectly assist teachers in achieving educational objectives by providing non-educational services (e.g. supervision of field trips, helping with school activities, driving, chaperones, assisting on school grounds, etc.)
5. No volunteer will be assigned without administrator approval in collaboration with the teacher.
6. Volunteers are bound by the same code of confidentiality expected of all staff members of the Division. It is inappropriate to discuss students collectively or individually outside the school as a result of information gained as a volunteer. In addition, the volunteer will not have access to confidential records or student progress reports.
7. Volunteers will be considered agents of the Board and under the Division insurance plan while engaged in their volunteer tasks.
8. In the event that a volunteer may be transporting students, it is the administrator's responsibility to ensure the requirements as outlined in AP 552 – Transportation of Students in Private Vehicles are met along with the completion of Driver Information Form (Form 552-1).
9. Administrators have the right to request volunteers to withdraw their services where it is deemed to be in the interests of the students and/or school to do so.

Reference: Section 85, 87, 175 The Education Act, 1995

Saskatchewan High School Athletics Association (<http://www.shsaa.ca/>)

Forms Manual: Form 497-2; Form 552-1, Form 400-2

Reviewed: December 2015

Updated: September 2006, December 2011, May 2019, September 2019, November 2023