Medicine Hat Public School Division

601-1st Avenue SW, Medicine Hat, AB T1A 4Y7 | Phone 403.528.6700 | Fax 403.529.5339 | www.mhpsd.ca

MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"

SECTION 700 – Educational Program

ADMINISTRATIVE PROCEDURE: VOLUNTEERS

PROCEDURE CODE:	*720 AP 006*
Policy Reference: 720 – Off Campus Activities	

BACKGROUND

MHPSD recognizes that volunteers can have a significant and positive impact on the educational environment and so encourages their involvement in schools. The purpose of this Administrative Procedure is to ensure and maintain a safe and secure learning and working environment.

DEFINITION

A "volunteer" is any unpaid individual who assists schools and/or students either in curricular or extra-curricular activities and students volunteering outside their school. This does not include guest speakers, presenters, visitors to the school, parents/guardians who assist their own child in the school or school council members in their position as school council members.

PROCEDURES

1. Principals shall be responsible for volunteers present in the school or performing volunteer activities for the school while not on school premises. The principal shall be advised of and approve all volunteer positions in the school.
2. Volunteers shall at all times act in accordance with Division policies and regulations, school policies and rules, and endeavor to conduct themselves in such a manner to be in keeping with the Division's core values.
3. Volunteers shall not consume alcohol or drugs for the duration of the off-site activity.
4. All volunteers shall be required to complete a Volunteer Registration Form (720 E 008) prior to commencing any volunteer activities in or for the school. Volunteer forms are valid for three years and must be renewed if the volunteer wishes to continue. If the volunteer duties require a Police Check or Children's Service Intervention Record Check (720 E 009), the volunteer must sign a yearly attestation (720 E 010) that they have not been charged or convicted since the PIC/CSIRC was issued.

4.1. If the volunteer is coaching a sports team or leading a club, principals must ensure that Administrative Procedure 720 AP 007: Community Coaches/Leaders is also followed.

5. All volunteers who are to be assisting with school activities (at the school) on any given day shall register at the school office at the beginning of each day. The volunteer register shall contain legible names of the volunteers and their expected location or classroom assignment within the school during their duties during the day.
6. All volunteers are always subject to the direction of the principal. In appropriate circumstances, the principal may delegate such authority to a staff member. If there is a conflict between the direction of a staff member and the principal, the principal's authority shall prevail.
7. Volunteers agree to keep confidential any information they obtain or observe unless there is a duty to report.
8. Principals are encouraged to develop processes and procedures that may be unique to their school environments and communicate these to their volunteer communities in a manner fitting the environment.
9. Volunteer orientation will take place annually for general volunteering at the school for all Volunteers (new and experienced). For volunteers on offsite activities, an orientation will take place prior to the commencement of the activity. Volunteers must be made aware of the guidelines, expectations, risks and limitations.

   9.1. Volunteers participating in off-site activities will be required to complete a Volunteer Acknowledgement of Risk and Consent form (720 E 011).

Provision of Criminal Declaration, Records and Intervention Record Checks

1. All individuals, including minors under the age of eighteen, who may be engaged in the following volunteer activities, shall be required to provide a Police Information Check (PIC) with a vulnerable sector check and an Alberta Children's Services Intervention Record Check (CSIC) once every three years and prior to assuming any volunteer duties regarding:

   1.1 Involvement with sports teams;

   1.2 Overnight field trips;

   1.3 Activities involving the supervision of students where Division staff members are not in attendance at all times; or,

   1.4 Driving students.

2. In circumstances where a Police Information with a vulnerable sector check and/or Alberta Children's Services Intervention Record Check identifies prior convictions or investigations, the nature and date of the offence/investigation, and any other relevant factors shall be considered by the principal prior to allowing the individual to assume any volunteer activities on behalf of the school. In circumstances where the principal requires assistance in making this determination, the principal may contact the Superintendent or designate. Where it is determined that circumstances are incompatible with the participation of the volunteer in school activities, the volunteer shall not be allowed to volunteer. This determination by the

principal or by the principal and Superintendent/designate is final. If circumstances are such that a material change occurs, the individual may be reconsidered for a volunteer activity at a later date.

3. If while volunteering with the school, a volunteer is charged with an offence under the Criminal Code of Canada, the volunteer must immediately notify the principal of all criminal charges laid, excluding minor traffic offences unless the volunteer is engaged in activities involving the use of a motor vehicle. Such events may lead to a suspension of the volunteer's duties until such time as the matter is determined by the courts or otherwise settled. Volunteers must sign a yearly attestation that they have not been charged since their PIC and CSIC were issued, renewing these documents every three years if they wish to continue as volunteers.

Collection, Use and Disclosure of Volunteer Personal Information

1. All Volunteer Registration forms shall be kept for three years from the date of completion.
2. In the circumstance where an 'incident' occurs during a school activity and which involved, directly or indirectly, a volunteer, the principal shall supply all relevant documentation to the Superintendent or designate for retention.
3. All Police Information Checks and Intervention Record Checks required to be provided to the school shall be provided directly to the principal by the prospective volunteer.
4. Upon being provided to the principal, the principal shall ensure that the records are secure, confidential and will be available for review only by the Principal, Vice-Principal, and Superintendent or designate.
5. The names of approved volunteers shall be kept on file in the school office.
6. Under no circumstances shall Police Information Checks with vulnerable sector check or Alberta Children's Services Intervention Record Checks be shared with individual school staff members. Where the principal is responsible for making the determination of whether an individual shall assume volunteer duties, the principal may discuss the potential role and responsibilities of the volunteer position but shall not disclose any criminal or intervention record history of the individual whatsoever.
7. Police Information Checks with a vulnerable sector check and Alberta Children's Services Intervention Checks may not be more than six (6) months old when initially submitted.

REFERENCES

720 AP 007: Community Coaches/Leaders
720 E 008 Volunteer Registration Form
720 E 009: Volunteer Police Information Check and Child Services Intervention Record Check
720 E 010: Volunteer Attestation Form
720 E 011: Volunteer Acknowledgement of Risk and Consent Forms

Approved: August 28, 2025
Revised: October 5, 2026