

Topic:	Supervision of Co-Curricular Activities
Effective:	September 2019
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Cross-Reference:	Administration of Prescribed Medicines Anaphylaxis - Supporting Students with Anaphylaxis Asthma - Supporting Students with Asthma Automated External Defibrillators (AED) Child Abuse Procedures Concussion Identification Management Criminal Background Checks Day Field Trips and In-School Presentations Diabetes - Supporting Students with Diabetes Environmental Factors and Physical Activity Epilepsy Seizures - Supporting Students with Epilepsy Seizures Head Protection - Students Staff - Ice Snow Sports Hep B HIV Pediculosis (Head Lice) Provision of First Aid Risk Management for Interschool Athletics Student Excursions Water Based Activities In Near Over or On Water HDSB Code of Conduct HDSB Localized Site Specific Emergency Response Plans HDSB Localized Minimum Standards and OPASSE Ontario Physical Activity Safety Standards in Education (formerly Ophea Safety Guidelines) Ontario Education Act Municipal Freedom of Information and Protection of Privacy Act Police Records Check Reform Act (2015) Policy Program Memoranda 161,158, 144, 128

Responsibility: Superintendent of Education - School Operations

INTENDED PURPOSE:

The Halton District School Board (HDSB) values co-curricular activities for students. Safe supervision of students during co-curriculars is paramount. This administrative procedure exists to clarify the minimum requirements for safe supervision inclusive of the effective use of volunteers under the direction and supervision of HDSB employees, as well as in extraordinary circumstances.

Definitions:

Co-curriculars: refers to activities, programs, and learning experiences that are sponsored by the school and/or board and largely take place outside of instruction time.

Coach: any adult approved by the principal or designate based on formal and/or informal knowledge, experience and, where appropriate, qualifications (ie. higher risk sports) to safely instruct a sport.

Extraordinary circumstances: those circumstances wherein staff are unable or unwilling to supervise co-curricular activities.

HDSB Localized Minimum Standards: safety standards that are specific to HDSB and above and beyond those indicated by the Ontario Physical Activity Safety Standards in Education (OPASSE).

Ontario Physical Activity Safety Standards in Education (OPASSE) (formerly Ophea Safety Guidelines): the provincial benchmark or guideline for minimum safety standards.

Ontario School Boards Insurance Exchange (OSBIE): the organization ensuring school boards whose primary goals are to insure member school boards against losses and to promote safe school practices.

Staff Sponsor/Coach Liaison: a teacher, vice-principal, or principal with a current certification from the Ontario College of Teachers and under contract by the school/school board.

Supervisor: a teacher, vice-principal or principal with a current certification from the Ontario College of Teachers and under contract by the school/school board. The supervisor is legally responsible for the students.

Volunteer: an individual over the age of 18 who will have direct and regular contact with students while helping out in a co-curricular capacity who is not certified by the Ontario College of Teachers. Examples of volunteers include educational assistants, retired teachers, co-op students, parents/guardians, early childhood educators, and teacher candidates. Volunteers must be accompanied by a supervisor.

PROCEDURES:

All school sponsored/sanctioned co-curricular events are an extension of the school program and as such require the presence of an HDSB staff member (with few exceptions in extraordinary circumstances). Depending on the nature of the activity, this HDSB staff member may be a coach or a staff sponsor/coach liaison. Coaches and staff sponsors/coach liaisons must comply with all requirements associated with the safe supervision of their co-curricular activity (e.g., risk management, supervision ratios, coaching qualifications, first aid training requirements, etc.). In the case of athletics, it is OSBIE's recommendation that schools/boards align their procedures with OPASSE.

The Use of Volunteers in Co-Curriculars:

Schools welcome parents, guardians and community members as volunteers who support the life of the school (such as field trips, breakfast programs, school council, or careers day). Within a school, volunteers are selected/assigned at the discretion of the Principal and in accordance with the restrictions and requirements outlined in this and other Board policies and procedures commensurate with the level of risk of the activity.

Volunteers must undertake a formal screening process that includes:

- a. Criminal Record Check with Vulnerable Sector Screening (or Annual Offence Declaration in subsequent years)
- b. submission of a completed application
- c. attendance at an in-person interview with qualified HDSB staff/supervisor
- d. submission of references

Upon completion of screening, volunteers must familiarize themselves with the specifics of their position, inclusive of:

- attendance at a training session that explains the role and responsibilities of the volunteer, the need to maintain the privacy of the individuals with whom they are working, and the duty to report any inappropriate/abusive conduct;
- completion of any required additional qualifications specific to their role (e.g., coaching qualifications as indicated in specific activity pages from OPASSE, OFSAA etc);
- compliance with the requirements for supervision of any governing body (e.g., OFSAA, Skills Ontario, Ontario Drama Festival, etc).

The management of volunteers in HDSB includes, but is not limited to:

- a. ongoing supervision and evaluation of the volunteer as appropriate
- b. performance review, retraining or reassignment, with increased supervision where necessary, or termination

- c. addressing any concerns regarding the volunteer’s behaviour or actions in accordance with Board policies and procedures
- d. review of the screening process if the degree of risk assigned to a volunteer’s task significantly changes, or if a volunteer is assigned a new task with a higher risk level

Subject to the policies and procedures of the Board, and barring direction or intervention by the Director of Education or designate to the contrary, the Principal of the school in which a volunteer is serving will be responsible for determining that any activity to which the volunteer is assigned is a school-sponsored activity.

In any school-sponsored activity that is undertaken by a volunteer, the Board’s liability insurance regarding negligence will apply. Volunteers should be aware that the Board’s insurance does not include loss-of-income provision should the volunteer sustain an injury that prevents him/her from resuming his/her normal employment. The Board’s insurance policy provides coverage to Board staff and volunteers acting within their job scope.

Extraordinary Circumstances

In the event of extraordinary circumstances that preclude staff involvement in co-curriculars (e.g., job action, lack of available staff), some co-curriculars may be able to continue depending on the level of risk.

The level of risk is defined by three factors:

1. the nature of the activity and the type of training required to safely supervise and/or coach;
2. the extent of interaction with and responsibility for students and the type of supervision required
3. the proximity of Board Staff/School Administration while the activity is taking place

Levels of risk are outlined as follows:

Levels of Risk	Activity Components: type, duration, proximity
Lower Risk	<ul style="list-style-type: none"> ● common area with intermittent observation by Board staff/Board administration ● requires no certifications or training on part of volunteer ● immediately following the instructional day ● no management of student health considerations
Medium Risk	<ul style="list-style-type: none"> ● in isolated on-site areas, proximate to location of Board staff (e.g., special rooms such as gym, music room, school playing field, studio theatre, etc.) ● requires minimal certification or training on part of volunteer that can be acquired prior to start of co-curricular activity ● requires some management of student health considerations
Higher Risk	<ul style="list-style-type: none"> ● in isolated on-site areas not proximate to location of Board staff/administration ● off site activities ● athletic coaching ● direct management of student health considerations ● requires extensive certifications and training (e.g., National Coaching Certification Program, Standard First Aid, etc.)

Student safety and liability dictates only lower risk co-curriculars may run without the direct supervision of board staff. Ultimately this decision to continue with a co-curricular deemed lower risk is at the discretion of the principal upon fulsome consideration of the individualized needs (ie medical/health/safety) consideration of the participants.

In determining the co-curricular activities being offered at a school site during extraordinary times, a Principal will:

- complete a school specific extracurricular activity list categorizing existing co-curriculars as lower, medium or higher risk (no new activities)
- consult with their Family of Schools Superintendent and determine which co-curricular activities can safely and reasonably operate with volunteers in the absence of staff
- communicate volunteer needs specific to lower risk activities to their local community and share the HDSB Volunteer Application Form
- ensure parents/guardians of students participating in these events sign the Parent/Guardian Consent for Student to Participate in Co-Curricular Activity without Presence of a Staff Member in Extraordinary Times form acknowledging they understand there will be no staff member involvement and the volunteer will have access to the student's medical and parental contact information as is required.