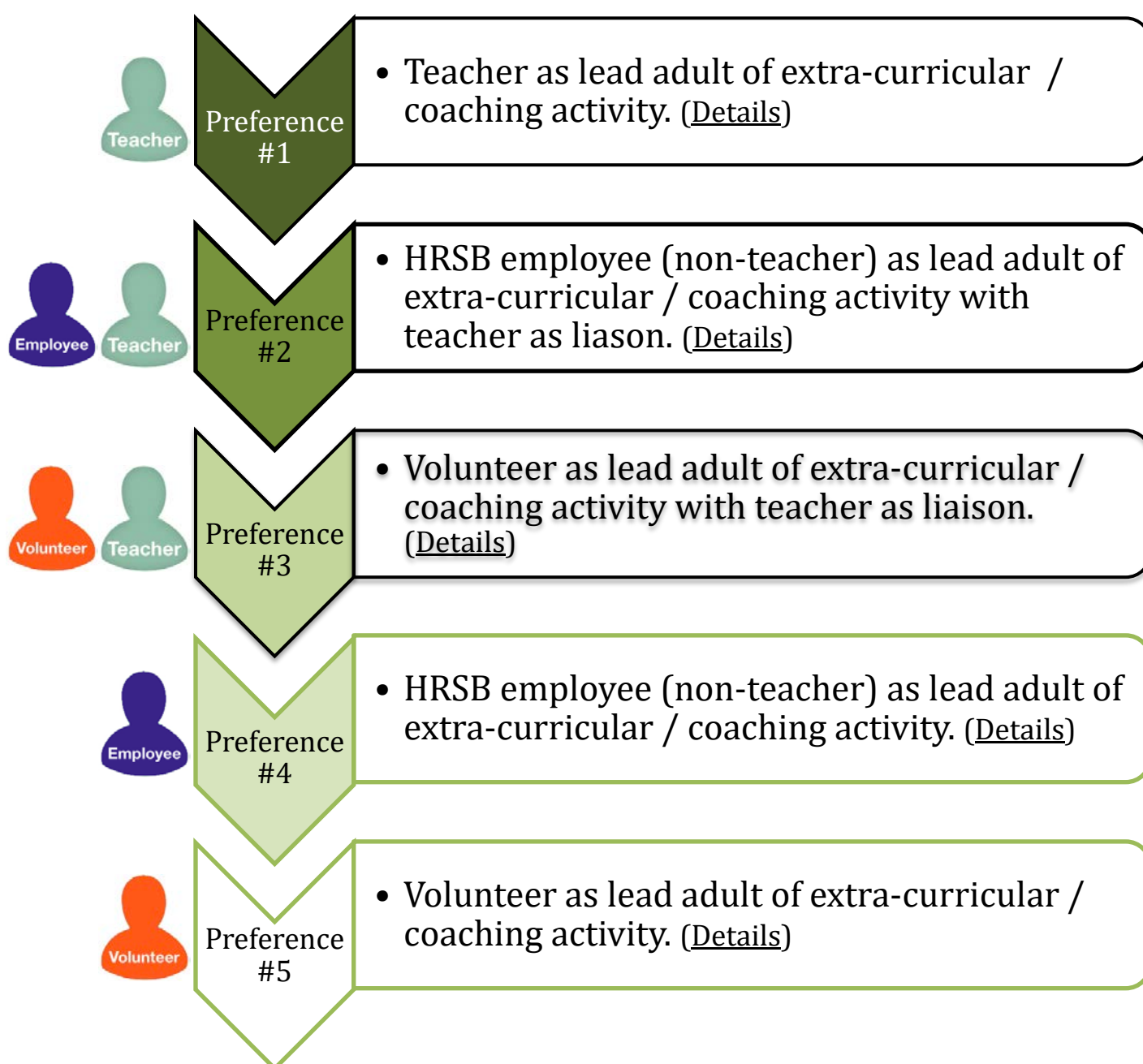


Guidelines for Supervision of Extra-curricular / Coaching Activities

The school principal has a duty to ensure supervision for all extra-curricular / coaching activities. All decisions must be in accordance with the *Student Protection Policy D.007, Guidelines for Coach Volunteers*, the Department of Education and Early Childhood Development (EECD) *Physical Education Safety Guidelines (2015)*; and other relevant HRSB policies and guidelines.

A teacher must provide supervision for all overnight trips.



Preference #1

A teacher must be a member of the Nova Scotia Teachers Union and an employee of the Halifax Regional School Board. The teacher may be a current teacher at the school, a teacher at another school or a substitute teacher.

Preference #2

This adult is employed by the Halifax Regional School Board but is not a teacher.

Preference #3

A volunteer is an individual who interacts with students in an environment that is not supervised at all times by Halifax Regional School Board teachers or administrators. The volunteer must meet all criteria as per HRSB *Student Protection Policy D.007*.

Preference #4 / #5

In cases where Preferences #1, #2, or #3 cannot be met, a principal may engage a HRSB employee (non-teacher) or a volunteer to provide supervision of extra-curricular / coaching activities if the following criteria are met:

- 1. The HRSB employee (non-teacher) / volunteer must agree to:**
 - adhere to HRSB / school policies and guidelines;
 - adhere to the *Physical Education Safety Guidelines* (EECD 2015) and/or the *Nova Scotia Athletic Federation Guidelines* (NSSAF) (where applicable);
 - respect confidentiality as the norm.
- 2. The volunteer must meet the following criteria:**
 - completed *Criminal Records Check* and *Child Abuse Registry*;
 - has reached the age of 21;
 - provides two references;
 - previous experience working with youth.
- 3. The principal must ensure signed permission from a parent/guardian for the student to participate in extra-curricular / coaching activity with the HRSB employee (non-teacher) or volunteer providing supervision. (Appendix A)**

A teacher must provide supervision for all overnight trips.

Appendix A

(School name)
Parent/ Guardian Permission Form
(for Extra-Curricular/ Coaching Activity Supervised by a non-Teacher)

Name of Activity: _____

Date(s): _____

Name of Lead Adult: _____

Lead Adult is: ☐ **HRSB Employee (non-teacher)**
☐ **Volunteer**

Signed permission from parent / guardian for student participation in the above named activity is required when a school is not able to engage a teacher to serve as lead adult or teacher liaison for an extra-curricular / coaching activity. The school has engaged a lead adult who meets the following criteria:

- completed *Criminal Record Check* and *Child Abuse Registry*;
- has reached the age of 21;
- has provided two references;
- has previous experience working with youth;
- will adhere to HRSB/ school policies and guidelines;
- will adhere to the *Physical Education Safety Guidelines* (EECD 2015) and/ or the *Nova Scotia School Athletic Federation* (NSSAF) guidelines (where applicable);
- will respect confidentiality as the norm.

The above named lead adult could assume responsibilities for student personal information such as: permission forms, medical forms, registration, fee collection, general administration, transportation, and activity schedule in their role.

A HRSB employee (non-teacher) or volunteer cannot provide supervision for overnight trips.

I give permission for my child to participate in the above named extra-curricular/ coaching activity.

Student Name: _____ Grade: _____

Parent/Guardian Name: _____

Parent/ Guardian Signature: _____

Date: _____