

Criteria for Non-Staff Advisors

The following **must** be in place prior to a non-staff Advisor beginning his/her activities:

- ☐ Applicant completes an application form (see Sample Volunteer Advisor Application Form)
- ☐ Applicant successfully completes an interview with the principal and/or designate
- ☐ Applicant presents a Vulnerable Sector Screening Form
- ☐ Applicant supplies two references
- ☐ Applicant demonstrates expertise in working with children and/or youth
- ☐ Applicant agrees to a process for monitoring of his/her advisory activities, e.g., seasonal review
- ☐ Applicant agrees to a process for resolving issues accompanied by appropriate disciplinary action by the school
- ☐ Applicant agrees to abide by all relevant policies and procedures
- ☐ Applicant undergoes an orientation session, with the school principal or designate, to:
 - review advisory philosophy of school
 - review relevant sections of Physical Education Safety Guidelines
 - outline school policies with respect to academic eligibility
 - participate in health and safety training including anaphylaxis and blood borne pathogens
 - review school disciplinary policies
 - clarify school policies with respect to supervision and travel
- ☐ Applicant successfully completes mandatory training in the following areas:
 - Safe Schools;
 - Suspension;
 - Suspension, Investigation and Expulsion;
 - Code of Behaviour;
 - Bullying;
 - Handling of confidential student information;
 - Health and Safety Related Training (e.g. anaphylaxis, blood borne pathogens).
- ☐ Applicant agrees to attend a pre-season advisors' meeting of school and/or association advisors, if requested
- ☐ Applicant agrees to communicate regularly with designated supervisor (e.g., principal and/or designate)

NOTE: Applicants will be responsible for covering costs associated with producing a Vulnerable Sector Screening Form