

## 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 anaphalaxis, 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