

Supervision of Co-Curricular Activities

Administrative Procedure

Status:	Supervision of Co-Curricular Activities
Effective:	September 2019
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Responsibility:	Superintendent of Education - School Operations Superintendent of Education - School Programs

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.

To minimize the risk to students, staff and volunteers participating in physical activities, we adhere to the minimum standard set forth annually through the Ontario Physical Activity Safety Standards in Education (OPASSE) in the Curricular, Intramural and Interscholar Modules (Elementary and Secondary), as well as the HDSB Localized Minimum Standards (Elementary and Secondary) and all cross referenced HDSB Administrative Procedures.

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Definitions

Coach (i.e. Teacher Coach/Community Coach): Any adult approved by the Principal or Designate based on knowledge, experience and, where required, additional Qualifications and First Aid needed to safely instruct a sport.

Coach Liaison (OPASSE): A Teacher, Vice Principal, or Principal with a current certification from the Ontario College of Teachers and under contract by the school/school board who is responsible for carrying out all the duties required of a Teacher pursuant to the Education Act and the safety standards. The level of support will be commensurate with the expertise and qualifications of the Community Coach as determined by the Principal or Designate.

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

Community Coach (OPASSE): An individual approved by the Principal or Designate who volunteers to coach a school team (i.e. teachers not under contract by the board, retired teachers, early childhood educators, teacher candidates, educational assistants; co-op students, other secondary students; parent/guardian; individuals/coaches from the community). An individual acting in the role of a Community Coach must be assigned a Coach Liaison.

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): The provincial minimum safety standards.

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Ontario School Boards Insurance Exchange (OSBIE): The organization that insures school boards. The primary goals of OSBIE is to insure member school boards against losses and to promote safe school practices.

Supervision: The vigilant overseeing of an activity for management or direction. Activities, facilities, and equipment have inherent risks, but the more effectively they are supervised, the safer they become. The Ontario Physical Activity Safety Standards in Education (OPASSE) includes three types of supervision: Direct Supervision, On-Site Supervision, and In-the-Area Supervision.

Teacher Coach: A Teacher, Vice Principal, or Principal with a current certification from the Ontario College of Teachers and under contract by the school board approved by the Principal or Designate based on knowledge, experience and where required, additional Qualifications and First Aid needed to safely instruct a sport.

Volunteer: A responsible adult (i.e. Educational Assistants, Retired Teachers, Co-op Students, Parents/Guardians, Teacher Candidates) who has been approved as a Volunteer by the Principal/Designate. A Volunteer is under the direction of a Coach and must be instructed on their monitoring responsibilities.

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 Coach Liaison. Coaches and Coach Liaisons must comply with all requirements associated with the safe supervision of their co-curricular activity (i.e. risk management, supervision ratios, knowledge, experience and where required, additional Qualifications and First Aid needed to safely instruct a sport). In the case of interschool athletics, it is OSBIE's recommendation that schools/boards align their procedures with OPASSE.

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1. The Use of Volunteers in Co-Curriculars

Schools welcome parents, guardians, caregivers 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:

- 1.1. Criminal Record Check with Vulnerable Sector Screening (or Annual Offence Declaration in subsequent years)
- 1.2. submission of a completed HDSB Volunteer Application Form
- 1.3. attendance at an in-person interview with qualified HDSB staff/supervisor
- 1.4. submission of references
- 1.5. completion of AODA Online Training

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 and additional qualifications and/or certifications specific to their role (i.e. coaching qualifications and certifications, first aid training as indicated in specific activity pages from OPASSE, OFSAA)
- compliance with the requirements for supervision of any governing body (i.e. OFSAA, OPASSE, Skills Ontario etc.)

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

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

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- addressing any concerns regarding the volunteer's behaviour or actions in accordance with Board policies and procedures
- 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 them from resuming their normal employment. The Board's insurance policy provides coverage to Board staff and volunteers acting within their job scope.

2. Extraordinary Circumstances

In the event of extraordinary circumstances that preclude staff involvement in co-curriculars (i.e. 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:

- 2.1. the nature of the activity and the type of training required to safely supervise and/or coach
- 2.2. the extent of interaction with and responsibility for students and the type of supervision required
- 2.3. the proximity of Board Staff/School Administration while the activity is taking place

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Levels of risk are outlined as follows:

Levels of Risk	Activity Components: type, duration, proximity
Lower Risk	• common area with intermittent observation by Board Staff/ Board Administration • requires no certifications or training on part of the volunteer • immediately following the instructional day • no management of student health considerations
Medium Risk	• in isolated on-site areas, proximate to location of Board Staff/ Board Administration (i.e. special rooms such as gym, music room, school playing field, studio theatre) • 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	• in isolated, on-site areas not proximate to location of Board Staff/ Board Administration • off site activities • interschool athletic coaching • direct management of student health considerations • any required and additional Qualifications and First Aid needed to safely instruct a sport. (i.e. 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 the decision to continue with a co-curricular deemed lower risk is at the discretion of the Principal upon fulsome consideration of the individualized needs of the participants (i.e. medical/ health/ safety).

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)

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- 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/ Caregiver 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 that the volunteer will have access to the student's medical and parental/ guardian/ caregiver emergency contact information, as needed

Cross-Reference:

Legislation

Ontario Education Act

Municipal Freedom of Information and Protection of Privacy Act

Police Records Check Reform Act (2015)

Ministry Policy & Program Memoranda

PPM 128 (The Provincial Code of Conduct and School Board Codes of Conduct

PPM 144 (Bullying prevention and intervention)

PPM 158 (School board policies on concussion)

PPM 161 (Supporting children and students with prevalent medical conditions (anaphylaxis, asthma, diabetes, and/or epilepsy) in schools)

Board Policies, Procedures & Protocols

Administration of Prescribed and Emergency Medications

Supporting Students with Anaphylaxis

Supporting Students with Asthma

Automated External Defibrillators (AED)

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Child Abuse Procedures
Concussion Prevention, Identification and Management
Criminal Background Checks
Day Field Trips and In-School Presentations
Supporting Students with Diabetes
Environmental Conditions and Physical Activity
Supporting Students with Epilepsy Seizures
Head Protection in Physical Activity for Students, Staff and Volunteers
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
Ontario Physical Activity Safety Standards in Education (OPASSE)

Revision History

- October 2025 - Comprehensive review ensuring Administrative Procedure is in alignment with current updated language required by the Ontario Physical Activity Safety Standards in Education (OPASSE) and inclusion of AODA Online Training
- September 2022
- September 2019