

CRIMINAL RECORD SEARCH - VOLUNTEERS

Background

Volunteers who fall into one or more of the following groups will be asked to complete a criminal record check through the Criminal Records Review Program as directed by the Principal.

- Non-parents – those who do not have children attending the school where they will be volunteering;
- Long-term volunteers – those who have volunteered to take part in activities with students which will extend over a significant period of time (in excess of one month);
- Independent volunteers – those whose activities would have them working with students without the direct supervision of a teacher or other authorized District employees.

Procedures

1. The Principal will adjudicate questions about whether or not a volunteer is to be required to have a criminal record check.
2. The Principal of the school involved will receive in confidence directly from the law enforcement agency conducting the search all criminal record check results, which will indicate whether or not the individual is cleared for volunteer work.
3. The criminal record check will be valid for three years. If there are any changes to the volunteers CRS status in the 3 years, it is the responsibility of the volunteer to disclose the changes to the Principal.
4. If an individual has not been cleared for volunteer work, they may request a meeting with the Principal.
5. If the law enforcement agency levies a fee for performing the criminal record check, the Principal will reimburse the volunteer upon submission of a receipt.

Reference: Section 7.1, 17, 20, 22, 26.1, 65, 85 School Act
Freedom of Information and Protection of Privacy Act

Adopted: March 5, 2002
Revised: June 25, 2019, September 2022