

Criminal Record Check Procedure for Volunteers

All volunteers in our School District must have a Criminal Record Check in order to perform the tasks as outlined in their volunteer duties. Current practice is that the volunteer obtains a Criminal Record Check from their local police department or RCMP detachment. The process is as follows:

- A letter is prepared by the school, on school letterhead, stating that this individual will be working in a volunteer capacity and that a Criminal Record Check is required.
- Making Application:
 - *Option 1:* The volunteer takes the letter, along with photo ID, to their local police department or RCMP Detachment and makes application for a Criminal Record Check.
 - *Option 2:* In an effort to enhance this service, some police departments have placed the application forms and Criminal Records information on their website. If this option is available to the volunteer, he/she can complete the online CRC application form(s), print them and take them, along with the letter from the school, to their local police department or RCMP Detachment for processing.
- There is **NO CHARGE** if the Criminal Record Check is for a volunteer position.
- The turn-around time for completion of the Criminal Record Check clearance is approximately 5-7 working days within BC. If the volunteer was a resident outside BC, the wait period could be up to 10 weeks.
- It is recommended by the Victoria Police Department that Criminal Record Checks be done every year for long-term volunteers and every 3 to 6 months for temporary volunteers.

PLEASE NOTE: There could be significant liability placed on the District should a situation arise involving a volunteer that has not provided the school with a current Criminal Record Check.

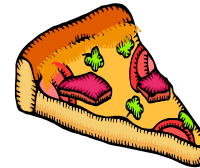
If you have any questions, please contact Sylvia Holinaty in Human Resources at 250-475-4192.

Guidelines for typical volunteer activities

The combined efforts of the whole school community are necessary to maintain the caring and learning environment our children need and deserve. Volunteers and staff working together create a strong school community, excellent role models for our students, and many additional services that would otherwise be unavailable. Volunteer services are highly valued in the Greater Victoria School District # 61 and are provided in many creative and vital ways. The following list includes typical volunteer activities at your school:

- Assist with transportation as outlined in Policy & Regulation #3545.1: Please attach Driver's License and Insurance Verification documents
- Assist in School Initiated Planning Process
- Organize/Assist with fund-raising as outlined in Policy & Regulation #1325.2
- Manage/Assist Parent Call-Back Program
- Assisting with Traffic control
- Scribing Children's Stories & Reading to Children
- Assist with special events such as:

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|------------------------|----------------------|-----------------------|
| ■ Hot Dog / Pizza Days | ■ Milk Run / Parties | ■ Jump Rope for Heart |
| ■ Terry Fox Run | ■ Bike Rodeos | ■ Pumpkin Carvings |



- Assist with Sporting Events & Swimming Program
- Organize/Assist with Field Trips, including outdoor and overnight programs as outlined in Policy & Regulation #3545.2
- Organize/Assist with Fun Fairs
- Operate and/or Assist student with Toast Program
- Assist in the operation of a Parent Centre
- Assist the Public Health Nurse with Immunizations/Sight/Hearing Testing.
- Do Head Lice Checks (must be trained by Public Health Nurse)
- Assist students in operating concessions
- Coach Teams
- Organize/Assist with Graduation Activities
- Organize/Assist with Charitable Drive (e.g. Food Hampers, Penny Drive)
- Organize or Present Cultural Activities
- Makes & Mends Costumes
- Assist with Arts & Crafts (e.g. making puppets)
- Care for classroom pets
- Organize/Assist with Lost & Found items
- When requested by District Personnel, supply resource materials from home
- Organize, Decorate, Manage Parent Advisory Committee Bulletin Boards
- Provide photocopying services for Parent Advisory Committee
- Decorate for special events
- Organize/Assist with Wellness Activities
- Chaperone School Dances
- Assist with snack preparation in Kindergarten Classrooms
- Assist in planting commemorative trees & developing and planting of garden plots



- Organize/Assist in managing recycling of waste (composting)
- "Tidying up" in library (e.g. desks and chairs put in order)
- Shelving books
- Assist in implementing new library technology in the school by: bar-coding, the initial labeling of books and circulation cards as related to the library software package, updating of bulk book orders

A Message from the Superintendent

Our School District is committed to working in partnership with our community in the process of learning to support our students in their achievements. This commitment welcomes and encourages the involvement of volunteers in our District school.

The guidelines presented here have been developed collaboratively by our unions, GVTA, CUPE 382 and CUPE 947, parents, administrators and District staff. The guidelines respect the contractual agreements between the Board and its professional and support staff. In doing so, the importance and value of volunteer services are recognized and encouraged.

If you have a volunteer service that you would like to share with our staff and students, I encourage you to become involved. Your involvement will strengthen the pursuit of our District's mission.

REGULATION 1240 – VOLUNTEERS IN THE SCHOOLS

- The principal become familiar with the contractual agreements that the Board has with its employee groups.
- The principal shall discuss with all CUPE and teaching staff, volunteers and the school's parent advisory group, the Board policy on volunteers in the schools and these attendant regulations, as required.
- Under the direction of the school's professional staff, volunteers may be used for various school programs, activities and functions and for a variety of tasks. Tasks performed by volunteers within these programs, activities and functions are temporary in nature (i.e. they are not tasks normally carried out by GVTA or CUPE 947 members in the delivery of these programs, activities and functions.)

In order to understand and apply this regulation, two questions should be asked:

- ⇒ Does the delivery of the program, activity or function depend on the participation of a volunteer?
- ⇒ Is the volunteer doing the job of an employee?

If the answer is "yes" to either one of the above questions, volunteers should not be used.

CUPE 382

1. Volunteers will not perform tasks that are within any contractual agreements and/or job descriptions of CUPE 382 unless mutually agreed to by CUPE 382 employees and the Board.
2. It must be clear that volunteers are to assist with tasks. They are not to have sole responsibility for duties that need to be carried out in the delivery of services.
3. The school's professional staff must not assign volunteers to tasks which would compromise student and/or family confidentiality.
4. The principal shall screen all volunteers using the School Volunteer Information Form (see Reg. 1240).
5. Volunteers shall receive no honorarium or fee for the services they provide.
6. A review of this regulation shall be conducted annually in March of each year by CUPE Local 382, CUPE Local 947, GVTA, District Community School Advisory Committee, VCPAC and Administration.