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LL# 94995

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GBJC

IJOA

IJOC-E

**CRIMINAL RECORD AND CHILD ABUSE REGISTRY CHECKS
FOR VOLUNTEERS**

The St. James-Assiniboia School Division recognizes the importance of the safety and well-being of all staff and students. For this reason, where it is possible, volunteers shall be encouraged to work under the direct supervision of the Principal and teachers. Where this is not possible, the volunteer will be required to agree to a Criminal Record Check and Child Abuse Registry Check in accordance with the following procedures:

1. Both checks are required for all persons seeking to be volunteers where they will be:
 - a. left alone with students during the regular school day (this includes driving students anywhere during the regular school day); or
 - b. driving students to or from school-sponsored activities that occur after the regular school day outside the city of Winnipeg (with the exception of Headingley); or
 - c. acting as one of the qualifying supervising volunteers on any field trip as defined in Policy IJOA; or
 - d. coaching students; or
 - e. at any other time as determined by the Principal in consultation with the Manager of Human Resources.

2. Prior to acting in the volunteer capacity as defined in point (1.) above, an individual must be 18 years of age and clear, current checks must have been received by the Board Office. Note: a current check is defined as one that is no more than one year old; or where there has been a gap in volunteer service, the gap may not exceed one school year. While usual processing time is quicker, these checks can take upwards of six months to complete.

3. The forms to be completed are available at the Board Office and in each school. If the forms are completed at the school, the Administrative Assistant will forward the forms to the Board Office for processing.

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4. All information gathered will be maintained in the initiating school and a Division list will be maintained at the Board office. The information will be kept strictly confidential.
5. The recruitment, selection, training and recognition of volunteers, including the enforcement of this policy shall be the responsibility of the Principal. When authorized by the Principal in accordance with this policy, the Division will cover the cost of both checks.
6. Approved volunteers are expected to immediately advise the Principal of any change to their criminal or child abuse records. They will also be required to complete initial documentation to confirm understanding of this policy and annual documentation to verify their active service as well as to confirm that there has been no change to their criminal or child abuse records. See IJOC-E

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