

Section:	School Administration	
Title:	Volunteers	3.6.1

Purpose

To establish the application procedure for volunteering with the School District.

Guidelines

1. All individuals interested in volunteering at a school must complete the [Volunteer Application form](#). The form needs to be completed for each school year that an individual applies to be a volunteer.
2. Volunteers must submit their application to the school principal and complete the appropriate forms before being assigned to any volunteer services.
3. Volunteer drivers must also complete the [Volunteer Driver](#) form.
4. A Criminal Record Check (CRC) is mandatory for all volunteers who may be alone with students, without the near company of school district employees. Activities where a CRC is required for volunteers include, but not limited to, coaching school teams; accompanying students on overnight field trips; and driving students to and/or from school sponsored events in accordance with the Field Trips Administrative Procedure.
5. Principals or supervisors are responsible for ensuring a CRC is obtained for the volunteers prior to the volunteer working with the students. The Principal/ Supervisor and or Office Staff will initiate the criminal record check process for volunteers. The volunteer must complete the applicable consent to a CRC for processing in accordance with the instructions from the Human Resources Department.
6. There are no fees for the CRC for volunteers.
7. The processed Consent for Disclosure of Criminal Record Information will be returned to the Human Resources Department by the BC Criminal Records Check website.
8. Considering the information received on the Volunteer Application, and on the 'Consent for Disclosure of Criminal Record Information', applicants may be contacted for further information.
9. Should the Volunteer Application or CRC reveal information which indicates that employees may be exposed to a risk of violence; employees working with the volunteer will be informed according to WorkSafe BC Regulation 4.30.
10. Principals will be advised by the Human Resources Department of the results of the processed Criminal Record Check.

11. All School Volunteer Applications and Criminal Record Checks will be held in strict confidence. A central database of all processed CRCs will be maintained by Human Resources Department.
12. Schools will be provided a report of their approved CRC volunteer listing on an annual basis and/or as requested.

Criminal Record Check

1. A Criminal Record Check (CRC) determines if the individual who is the subject of the CRC, has an outstanding criminal charge or has been convicted of a relevant offence, or specified offence, and advises the School District whether the individual does or does not present a risk of physical or sexual abuse to children or a risk of physical, sexual or financial abuse to vulnerable adults.
2. A CRC is effective for 5 years, and as such, employees and volunteers are required to provide an updated CRC every five years.
3. The School District requires volunteers to complete the CRC through the Criminal Records Review Program (CRRP). This process is now completed online.
4. An access code is provided by MPSD when proceeding with the online submission. MPSD will provide direction at the time of requesting the CRC. Link to information on this program - [CRRP](#).
5. The CRC can be requested online. Online Link: <https://justice.gov.bc.ca/eCRC/>.

Date Adopted: December 2001 (formerly AP #318)

Date Amended: July 2021

Legal Reference: Criminal Records Review Act

Cross Reference: [Field Trips Administrative Procedure #3.2.1](#)
[School Volunteer Application Form](#)
[Volunteer Driver Form](#)