

Purpose/Background

To add another layer of due diligence in the effort to ensure the safety and well-being of students and staff in the Division, all volunteers must complete Criminal Record and Vulnerable Sector Checks. Visitors and presenters do not require a Criminal Record or Vulnerable Sector Check as they must be appropriately supervised by staff at all times.

Definitions

Volunteer:	A volunteer supports a classroom, school, or system-wide program under the ultimate responsibility and supervision of the Principal at the school level. A volunteer is an optional support and agrees to undertake a designated task compliant with current legislative requirements.
Presenter:	A guest to the school whose function it is to provide information or in-service to students on a school related topic.
Visitor:	An individual granted permission by the Principal or designate to be on school property.
Criminal Record Check:	A check for criminal activity in the three databases of the criminal justice system – the local police services record, the court system for any pending court cases, and the national system which accesses criminal activities across Canada.
Vulnerable Sector Check:	An electronic search of criminal databases conducted by local police to provide information on crimes against those most vulnerable (e.g., children, seniors, and those with disabilities) and/or pardoned sexual offence conviction. A Vulnerable Sector Check is governed by the Section 6.3(3) of the Criminal Records Act.

Procedures

1. Principals will instruct all volunteers to complete Criminal Record and Vulnerable Sector Checks prior to volunteers coming in contact with Division students.
2. Volunteers are required to complete the Criminal Record and Vulnerable Sector Checks with the local police agency and submit the results to the Principal at the school level.
 - 2.1 The Criminal Record and Vulnerable Sector Checks are valid if completed within one year prior to the date of volunteering.
 - 2.2 Volunteers engaged within the Division on an on-going basis must sign a Declaration form annually, to update Criminal Record and Vulnerable Sector Checks information.
 - 2.3 Volunteers engaged within the Division on an on-going basis must submit new Criminal Record and Vulnerable Sector Checks every five years.

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- 2.4 The cost of completing Criminal Record and Vulnerable Sector Checks for volunteers may be covered by the Division at the discretion of schools.
 3. Volunteers engaged with the Division are to notify the Principal of all criminal charges against the volunteer at the time the charge is laid, as well as any convictions. Failure to comply with this may result in the volunteer from engaging in future activities with the Division.
 4. If a volunteer discloses a criminal record, the Principal must forward that information to the Associate Superintendent of Human Resources or designate for review.
 5. If the volunteer's Criminal Record and Vulnerable Sector Checks show criminal convictions, and/or unresolved charges, the Principal will review and discuss the information with the Associate Superintendent of Human Resources or designate to determine possible action. Commencement as a volunteer may not start until the review has been completed and will be assessed on a case-by-case basis. The Associate Superintendent of Human Resources or designate will assess the volunteer's suitability based on the following factors:
 - 5.1 Nature and frequency of the charge(s) or offences(s);
 - 5.2 Length of time passed since the charge(s) or offence(s);
 - 5.3 Relevance of the conviction to the activities the volunteer is being considered for;
 - 5.4 Whether the behavior associated with the offence(s) if repeated, will pose a potential risk to children or others; and
 - 5.5 Any other factor(s) which the Associate Superintendent of Human Resources, or designate determine to be relevant.
 6. Volunteers with unacceptable Criminal Record and Vulnerable Sector Checks, as determined by the Associate Superintendent of Human Resources or designate, shall not be permitted to engage in volunteer activities in the Division. The Principal will communicate the outcome of criminal record and vulnerable sector check under review with the volunteer.
 7. All documents pertaining to Criminal Record and Vulnerable Sector Checks for volunteers will be managed and retained at the school level.

Reference:

- RVS AF490-A Criminal Record/Vulnerable Sector Check Application
- Section 11, 33, 52, 53, 196, 197, 222, 256 Education Act
- Freedom of Information and Protection of Privacy Act
- Physical Education Safety Guidelines of Alberta