



## CRIMINAL RECORD CHECKS FOR VOLUNTEERS

As per Administrative Procedure 490 – Mandatory Record Checks, all volunteers in Rocky View Schools (RVS) must submit Criminal Record and Vulnerable Sector Checks.

Please note presenters (guests whose function is to provide information or in-service to students on school related topics), and visitors (individuals granted permission by the school Principal or designate to be on school property), are not required to submit Criminal Record Checks, unless requested by the school Principal.

If you would like to volunteer in RVS, please review the following guidelines:

- The Criminal Record and Vulnerable Sector Checks must be completed prior to engaging in volunteer activities within RVS.
- Volunteers can pick up a ***Criminal Record / Vulnerable Sector Check Application Form*** at the school office (the application form includes instructions for completing the process).
- Once the Criminal Record and Vulnerable Sector Checks are completed by the police agency, volunteers must submit the documents to the school office.
- Volunteers who continue on a year by year basis must sign a Declaration form annually, to update information on Criminal Record and Vulnerable Sector Checks. The signed form must be submitted to the school.
- Volunteers must submit new Criminal Record and Vulnerable Sector Checks every 5 years.

Thank you in advance for completing the Criminal Record and Vulnerable Sector Checks, a process which adds another layer of due diligence in the effort to ensure the safety and well-being of students and staff in RVS.

Sincerely,

Human Resources  
Rocky View Schools  
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