

Penhold Elementary School

~A Great Place to Learn~

Box 130, Penhold, Alberta

T0M-1R0

Phone: 403-886-4390 Fax:403-886-5429



Attention Volunteers:

Penhold Elementary School values when parents and guardians are able to volunteer their time to attend activities to support their children. Here at Penhold Elementary School, we invite volunteers to join us for various activities such as: field trips, classroom activities, panther cub athletics and much more!

There are several forms which are required for volunteers. Please refer to the attached package for more information.

One Page 2: You will find the administrative procedures that the School Division requires for parent volunteers to help out in schools. This page is more of an information page.

On Page 3: You will find a blank oath of confidentiality form that you need to fill out and return to the school.

On Page 4: This is the sheet you will take with you to get your criminal sector check (CRC). Please remember that you will need to go to your home Detachment to have this form filled out. Please note - we have been informed that this can take anywhere from one day to about a week to receive.

On Page 5: You will need a child intervention show(CIC). You can go to the Central Alberta Child & Family Services Red Deer District Office which is located at #108, 4920 51st, Red Deer. For more information you can reach them by phone at 403-341-8642. Please note - this form can take anywhere from a week or two weeks to receive.

On Page 6: This form is filled out if you already have a CRC and a CIC form on file at Penhold Elementary. These forms are kept on file for 3 years.

If you have any questions, do not hesitate to call the office!

Respectfully,

Mrs. Lisa Baird
Principal



2 – 21 School Volunteers

BACKGROUND

The Division believes that volunteers are a valuable part of the school community and can enhance educational services.

GUIDELINES

1. The assignment of duties for a volunteer rests with the school Principal.
2. However, for those volunteers who work with students in a school on a regular, ongoing basis, it is expected that volunteers will be entitled to:
 - 2.1. Know what is expected of them;
 - 2.2. Be treated in a respectful manner.
3. Volunteers shall:
 - 3.1. Follow through with commitments;
 - 3.2. Abide by the directions of the Principal/classroom teacher;
 - 3.3. Maintain confidentiality;
 - 3.4. Accept guidance and direction.

PROCEDURES

1. Teachers shall provide the Principal with names of volunteers expected to be working in the school.
2. Volunteers shall:
 - 2.1. Provide a Criminal Record Check (CRC), including the Vulnerable Sector Check, and a Child Intervention Check (CIC) where the volunteer works with children unsupervised by a professional staff member. The CRC, Vulnerable Sector Check and CIC shall be current within one (1) years.
 - 2.2. Take the RCMP CRC Form Letter (Exhibit I) to their local RCMP Office when requesting a CRC. The CIC must be completed through their local Child and Family Services Authority. If the volunteer does not provide these checks, the volunteer will not be allowed to work unsupervised.
 - 2.3. Swear an Oath of Confidentiality – see Exhibit II;
3. Volunteers whose services are no longer required will be notified in writing by the Principal.

Reference

Administrative Procedure #4 - 03 / Police Criminal Record Check and Child Record Intervention Check

History

Revised: February 10, 2011
June 1, 2016



2 - 21 School Volunteers

Exhibit I
OATH OF CONFIDENTIALITY

I, _____
(Name of Volunteer Taking Oath)

do solemnly swear (affirm) that I will NOT communicate to any person any information obtained in the course of doing volunteer work with Chinook's Edge School Division No. 73.

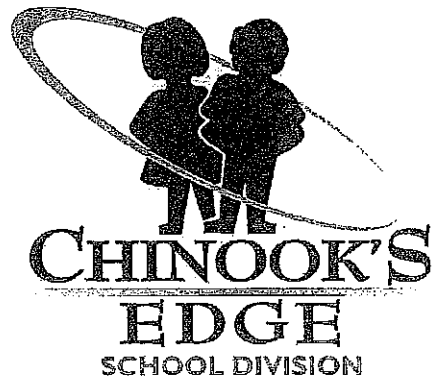
SWORN (AFFIRMED) before me at the
_____ of _____

in the Province of Alberta

this _____ day of _____ A.D. 20 _____.

(Witness)

(Signature of Person Taking Oath)



RCMP - Alberta

Re: Criminal Record Check

(Name – please print)

Will be employed or volunteering with Chinook's Edge School Division No. 73. He/she will require a Criminal Record Check including the Vulnerable Sector Check prior to working or volunteering for our school division.

If you require further information, please do not hesitate to call me at (403) 227-7070.

Thank you,

A handwritten signature in black ink, appearing to read "R. Hoppins", written in a cursive style.

Ray Hoppins
Associate Superintendent - People Services

*take to your
home detachment*



CRIMINAL RECORD AND VULNERABLE SECTOR CHECKS
CHANGE IN STATUS
STATUTORY DECLARATION FORM (VOLUNTEERS)
Administrative Procedure 2-21

In lieu of all volunteers in Chinook's Edge School Division No. 73 updating Criminal Record and Vulnerable Sector Checks annually, this Statutory Declaration will alleviate the need for annual checks so that new checks will only be required every three (3) years in the absence of a change of status being reported.

I, _____
(Print Name)

declare that I will promptly advise the school principal of each school at which I volunteer of any change in the status of the matters set out below since the last Criminal Record and Vulnerable Sector Checks collected by Chinook's Edge School Division No. 73, or since the last Statutory Declaration given by me to Chinook's Edge School Division No. 73, including, but not limited to whether:

I have been the subject to any proceedings of any nature in relation to persons falling within the vulnerable sector for offences

I have been convicted of any offence under the Criminal Code of Canada, and the following information for each offence:

- 1. Full Details of the offence
- 2. Date of the offence
- 3. Court location
- 4. Date of Conviction

I have been charged with the following charges under the Criminal Code of Canada or any legislation dealing with individuals falling within the vulnerable sector and the following information for each charge:

- 1. Full Details of the alleged offence
- 2. Date of the offence
- 3. Court location

Please use additional pages as necessary.

Distribution:

Signed Copy – School Files



I SOLEMNLY DECLARE that I will abide by the foregoing requirements for disclosure and I make this Declaration knowing it be to be of the same force and effect as if made under oath.

DECLARED at _____ this ____ day of _____, 201__.

Volunteer Signature

Date of Birth (yyyy/month/day)

Please Print Name

Schools at which Volunteer Service: (list all schools)

Please submit completed form to the school(s) where you volunteer and retain a copy for your records.

The personal information on this form is collected, used, and disclosed in accordance with the School Act, Sections 45 and 117, and the *Freedom of Information and Protection of Privacy Act*, Section 33, to determine suitability for engagement as a volunteer to work with students. The information collected is kept confidential and used consistent with the purpose provided under the *Freedom of Information and Protection of Privacy Act (FOIP)*. If you have any questions about the collection, use, and disclosure of personal information, please contact the FOIP Coordinator at Chinook's Edge School Division No. 73, 4904 -50th Street, Innisfail, Alberta, T4G 1W4, phone 403-227-7070 or 1-800-561-9229.

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Signed Copy – School Files