

# 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.**

**Page 2: CESD Administrative Procedure.** Outlines what our school division requires for parents/guardians to be volunteers within our schools and during school activities including when activities are taking place off of school property. This page is informative and does not require signing

**Page 3: Oath of Confidentiality.** It is highly important to us that volunteers acknowledge and agree to keeping confidentiality of our students who attend PES.

**Page 4: CESD Letter to Request CRC and VSC.** This document will be needed to obtain a Criminal Record Check (CRC) that includes the Vulnerable Sector Check (VSC) as requested by our school division. Volunteers will need to go to their local home RCMP Detachment to have this completed. Volunteers who live in Penhold go to the Innisfail RCMP Detachment, Volunteer's who live in Springbrook go to the Blackfalds RCMP Detachment, Red Deer County Volunteers could go to either depending on where in the county you live.

**Page 5: Change in Status/Statutory Declaration Form.** This form is filled out if you have previously shared a Criminal Record Check (including Vulnerable Sector Check) within the last 3 years at Penhold Elementary. We keep forms on file for 3 years and this document is to be signed yearly as a declaration that changes since the last CRC or VSC will be reported to myself.

Please return page 3 along with Criminal Record Check (CRC) and Vulnerable Sector Check (VSC) to the school office once complete. Please return page 3 and page 5 if we have a CRC and VSC on file within the last 3 years.

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

Respectfully,

Mrs. Giselle Meyer  
Acting Principal

Mrs. Giselle Meyer-Acting Principal

Mrs. Jill Neilson-Acting Vice Principal



## AP 2 – 21 School Volunteers

<b>Related Policies:</b>	<b>Initial Approval:</b>
	<b>Last Amended:</b> 2022 September 20
<b>Exhibits:</b> <u>RCMP Criminal Record Check Form Letter – Volunteer</u> <u>Statutory Declaration Form – Volunteers</u> <u>Oath of Confidentiality</u>	<b>Last Reviewed:</b> 2022 September 20

### PURPOSE

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

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.

### SCOPE

This procedure applies to Schools.

### DEFINITIONS

None

### 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) and Vulnerable Sector Check (VSC) where the volunteer works with children unsupervised by a professional staff member. The CRC and VSC shall be current within one (1) year.
  - 2.2. Take the RCMP CRC Form Letter (Exhibit I) to their local RCMP Office when requesting a CRC and VSC. If the volunteer does not provide these checks, the volunteer will not be allowed to work unsupervised.
  - 2.3. Swear an Oath of Confidentiality.
3. Completed copies of the CRC and VSC shall be retained by the school for three years. In the event that the individual wishes to continue as a volunteer following the three-year period, new documentation must be

supplied.

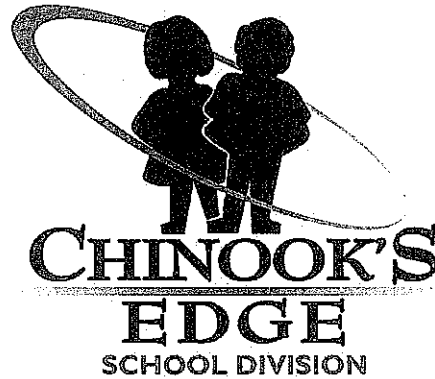
4. If a volunteer is charged with an offence(s) under the Criminal Code of Canada, the Controlled Drugs and Substances Act, the Child Youth and Family Enhancement Act, or other similar legislation, the volunteer must inform the Principal immediately of both charge(s) and the disposition of the charge(s).

5. Volunteers whose services are no longer required will be notified in writing by the Principal.

## **REFERENCE AND LINKS**

### **HISTORY**

2011 Feb 10	Amended
2016 June 01	Reviewed
2017 Oct 04	Reviewed
2019 Nov 26	Reviewed
2022 Sept 20	Amended



RCMP - Alberta

**Re: Criminal Record Check For Volunteering**

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(Name – please print)

Will be an unpaid volunteer with Chinook's Edge School Division. This volunteer will require a Criminal Record Check including the Vulnerable Sector Check prior to volunteering for our school division because the volunteer will be:

- Working closely with children in situations where he/she will be alone with individual children and groups of children, without direct supervision or oversight from Chinook's Edge School Division staff; and
- In a natural position of trust and authority given the relationship between children and school volunteers.

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". The signature is written in a cursive, flowing style.

Ray Hoppins  
Associate Superintendent - People Services



**EX 2 - 21 School Volunteers**

**Related Procedure: 2 - 21 School Volunteers**

*Exhibit I*

**OATH OF CONFIDENTIALITY**

I, \_\_\_\_\_  
(Name of Volunteer Taking Oath)

do solemnly swear (affirm) that I will **NOT** communicate any personal or confidential 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)



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 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, or since the last Statutory Declaration given by me to Chinook's Edge School Division, 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 to be of the same force and effect as if made under oath.

DECLARED at \_\_\_\_\_ this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
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, 4904 -50<sup>th</sup> Street, Innisfail, Alberta, T4G 1W4, phone 403-227-7070 or 1-800-561-9229.

**Distribution:**

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