

Administrative Procedure 3016 R2

Criminal Record Search – Volunteers

1. Volunteers who fall into one or more of the following groups will be asked to complete Form RCMP GRC 3584 eng. (1999-12 (FLO), *Consent for Disclosure of Criminal Record Information* (sample attached), and submit it to a law enforcement agency:
 - (a) **non-parents** – those who do not have children attending the school where they will be volunteering;
 - (b) **long-term volunteers** – those who have volunteered to take part in activities with students which will extend over a significant period of time (in excess of one month);
 - (c) **independent volunteers** – those whose activities would have them working with students without the direct supervision of a teacher or other authorized board employee.
2. The principal will adjudicate questions about whether or not a volunteer should be required to have a criminal record check.
3. The principal of the school involved will receive in confidence directly from the law enforcement agency conducting the search all criminal record check results, which will indicate whether or not the individual is cleared for volunteer work.
4. If an individual has not been cleared for volunteer work, he/she may request a meeting with the principal.
5. If the law enforcement agency levies a fee for performing the criminal record check, the school is authorized to reimburse the volunteer upon submission of a receipt.