

Board Policy #5540 requires the School District to ensure that a valid criminal record check is on file for volunteers in the school district.

**Under the School Act, anyone who works with children directly, or having or potentially having unsupervised access to children in the ordinary course of employment or in the practice of an occupation, must submit to a criminal record check. This includes driving students for field trips.**

Volunteers working without the direct supervision of a staff member, especially away from the school and/or overnight, must have a clear Criminal Record Check. For volunteers working only with teachers in the classroom it is likely a Criminal Record Check is not required as the parents are under the supervision of the teacher and would not have unsupervised access to the children.

## APPLICATION PROCESS

Applicants should apply online to the Ministry of Justice at <https://justice.gov.bc.ca/eCRC/> and use Access Code **UV53DWHBYX**. There is no cost for volunteers. The Criminal Record Check will be sent directly to the School Board Office for review by the Secretary Treasurer.

If the Criminal Record Check is clear, the volunteer's name is added by the Secretary-Treasurer's Office to the CRC for Volunteers Briefcase in Zimbra. (This will move to SharePoint when it becomes available) School secretaries and/or school administration have access to view this listing and should be checking on behalf of teachers or other staff organizing volunteers, to make sure the names are listed. **Schools should not consider the applicant to be approved until the name appears on the CRC for Volunteers list.**

If the Criminal Record Check is not clear, the Secretary-Treasurer's Office will follow up with the school principal and volunteer, and the Secretary-Treasurer will make the determination as to whether or not the person can volunteer in the district.

When the applicant's name is added to the CRC Volunteer List, they can volunteer anywhere in the school district for up to three years from the date the Criminal Record Check was completed.

## TROUBLESHOOTING

If an applicant is unsuccessful in completing the online process two consecutive times they will be locked out of the system for a period of 72 hours. If this happens the applicant will automatically be provided with a form to submit manually, however online results are much faster. Where possible we encourage the applicant to reapply online after the 72 hour period.

Here are a few suggestions/reasons for a lockout situation:

**Use a laptop or desktop computer** as some applicants have experienced difficulties using a tablet or phone.

**Applicants who have not been living in Canada for at least 2 years or do not have a credit history of at least 6 months** will not be able to use the online application and are required to obtain a Criminal Record Check through their local police department. The school office can provide a letter to assist with this process.

The Criminal Record Review Program verifies identities through an Electronic Identity Verification (EIV) process. **Not all individuals will be able to use the EIV process** and may be required to submit a request for a criminal record check through the manual process. PLEASE NOTE: The EIV is NOT a credit report; the information provided is used to verify the applicant's identity and no information from this process is retained or stored by the Criminal Record Check Program.

**Applicants who do not have access to a computer** or who prefer not to complete an electronic application should obtain a Criminal Record Check through their local police department.

### **Homestay Parents**

Homestay Parents in the International Program are not considered to be volunteers and are required to provide a valid Criminal Record Check through a separate process. Applicants will be provided with a login and password and applications will be subject to a fee of \$28.00. A separate list of CRC approved names will be maintained by the School Board Office for SISP Homestay Families.

### **Employees acting as Volunteers**

An employee acting as a volunteer (i.e. accompanying a class on a field trip as a parent volunteer and not as a staff member) is considered a volunteer and is required to follow these procedures, with a valid Criminal Record Check completed by the Department of Justice and on file at the School Board Office.

### **Practicum Students**

A valid Criminal Record Check must be on file for any practicum students completing their practicum at your school. UVic and Camosun are aware of our requirements and processes are in place for the students to follow. **It is the responsibility of the school principal to check to ensure that the practicum student has a clear criminal record check on file prior to the practicum starting.**

### **Instructors delivering Partnership Program courses**

The school district offers Partnership Programs, such as the Cosmetology/Hairdressing course delivered by the district at Saanichton Learning Centre. The school district requires a valid criminal record check from the instructors for the same reasons as outlined above. **It is the responsibility of the school principal to ensure the instructors have a valid criminal record check on file with the school district prior to the instruction starting.**

For partnership program instructors, the police departments will not waive the CRC fee in this case because the instructors are not volunteers. The applicable fee is to be paid by the instructor or institution.

Please direct any questions on these procedures to Shannon Davies at 250-652-7330.