



Chilliwack School District
"Partners In Learning"

ADMINISTRATIVE REGULATION 403.1

CRIMINAL RECORDS SEARCHES

Volunteers

1. All persons offering to serve as volunteers should be screened by the principal or designate to determine the basis for the person's interest. This screening will also help to determine the person's skills and talents, establish their potential contributions to the school and help to determine an appropriate placement.
2. Each volunteer shall complete the District's Criminal Record Search form and submit it in person to the Chilliwack RCMP.
3. The CRS form will be processed by the police and the police will forward it, to the person identified by the Board to receive criminal record searches (CRS Officer). This Board employee keeps the CRS form in strict confidence.
4. The CRS Officer will either notify the applicant of the acceptance of the CRS if there is no relevant record or ask the applicant to return to the police station for further identification if the initial check reveals that a record may exist.
5. If the police confirm that the applicant has a record, the police will forward a copy of the record to the applicant and the applicant should provide same to the CRS officer. The CRS Officer will keep this information in strict confidence and may consult with the Board's legal counsel to assist with a decision of whether or not this record precludes the applicant from volunteering with the district.
6. The applicant will be notified as quickly as possible as to the acceptance or rejection of their criminal record search.
7. The CRS officer will notify the principal if any volunteer is accepted or rejected by a criminal records search.

**Criminal Records Searches
Volunteers**

8. Principals will inform parents when their child is working with a volunteer in other than a group setting.
9. It is recommended that each volunteer receive an orientation program at the school that covers the contents of the Chilliwack School District's Volunteer Handbook.
10. In an emergent situation a volunteer who has not been subjected to a criminal record search may be used on an infrequent basis provided it involves students and teachers in groups and the teacher and principal or designate have confidence in the volunteer's character.
11. A criminal records search shall be valid for a maximum of four years. Each time a volunteer is involved in a different school a criminal records search is required unless a valid criminal records search is on file. However a criminal records search may be requested at any time at the discretion of the principal.

Cross Refs:

Adopted: October 22, 1996
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Revised: