

## Volunteers in Schools - Background and Reference Check

*Note: This procedure does not apply to the following individuals:*

- *Students who serve as volunteers in the school in which they are enrolled.*
- *Dignitaries, performers, presenters, and other similar guests who attend a school on a one-time only basis at the invitation of school personnel and whose interaction with students during their visit is closely monitored by authorized school personnel.*

1. All adult individuals (ie 18 years of age or older on September 1 of a school year) who serve as volunteers in a school or at school-sponsored activities and who may have opportunity to interact with students during the course of that service must provide the principal with the following prior to beginning service as a volunteer:
  - a) A Police Information Check (formerly known as a Criminal Record Check), including a vulnerable sector check, **AND**
  - b) Two written references, on a form prescribed by the Red Deer Public School District, that attest to the individual's suitability to serve as a school volunteer.
2. All individuals who are under 18 years of age on September 1 in a school year, who serve as volunteers in a school or at school-sponsored activities and who may have opportunity to interact with students during the course of that service, must provide the principal with the following prior to beginning service as a volunteer:
  - a) Informed, written consent from a parent/guardian. This consent must also confirm the suitability of the individual to serve as a school volunteer, **OR**
  - b) Two written references, on a form prescribed by the Red Deer Public School District, that attest to the individual's suitability to serve as a school volunteer. At least one of these references must be prepared by a school official. These references must confirm the suitability of the individual to serve as a school volunteer.
3. The costs, if any, of obtaining the required documents are the responsibility of the individual, although the principal may choose to use school funds to pay such costs.
4. Upon receipt of the required documents, the principal will make a decision to either allow or deny the individual the opportunity to serve as a volunteer.
5. Principals requiring assistance in determining the suitability of a particular volunteer candidate shall contact the Associate Superintendent - Human Resources.
6. Completed copies of police information checks, written references and other documents shall be retained by the school for five years. In the event that the individual wishes to continue as a volunteer following the five-year period, new documentation must be supplied.

With the written consent of the volunteer, copies of the documents identified above may be shared among schools or transferred from one school to another.

[Volunteers in Schools - Letter to Parents](#)

[Volunteers in Schools - Police Information Check Request](#)

[Volunteer Registration Form](#)

*Approved: 2010/Jun/18*