

**Kelsey School Division
Box 4700
The Pas, MB R9A 1R4**

Code: IJOC

**CRIMINAL RECORD AND CHILD ABUSE REGISTRY CHECKS -
SCHOOL VOLUNTEERS**

- A. The Kelsey School Division is responsible to ensure that any individual who aspires to work with students on a voluntary basis does not present a foreseeable risk to students and is free of pertinent criminal charges. A “volunteer” refers to any person, other than an employee, who offers their services freely to support students and teachers in any school settings.
- B. **GUIDELINES**
Understanding the need for a judicious balance between the rights and privacy of volunteers and protecting students the School Division will request a check of the Provincial Child Abuse Registry and a Criminal Record Check where appropriate. The policy will apply to all volunteers in the School Division. For the protection of all students in our schools, procedures pertaining to accepting volunteers will be authorized by the Principal as per the PROCEDURES below.
- C. **PROCEDURES**
1. A volunteer working independently with students or regularly in the school will authorize the Division to reference the Provincial Child Abuse Registry and will be required to complete a Criminal Record Check with Vulnerable Sector Screening, with the cost paid by the School Division.
 2. Volunteers working in the presence of school personnel may, at the discretion of the Principal, not be required to complete a check with the Provincial Child Abuse Registry or a Criminal Record Check.
 3. In coaching assignments, volunteers will authorize the School Division to reference the Provincial Child Abuse Registry and will be required to complete a Criminal Record Check with Vulnerable Sector Screening, with the cost paid by the School Division. The Division must receive and review the results of the Criminal Record Check and Child Abuse Registry Check before the volunteer begins a coaching assignment.