

**BOARD OF EDUCATION
School District #33 (Chilliwack)**

**403.1
ADMINISTRATIVE REGULATION
Police Information Check - Volunteers**

1. All persons offering to serve as volunteers will be screened by the principal or designate to determine the basis for the person's interest. This screening will also help to determine the volunteer's skills and talents, establish their potential contributions to the school, and help to determine an appropriate placement.
2. Each volunteer shall complete the Police Information Check with vulnerable Sector Screening, and submit it in person to the Chilliwack RCMP along with a letter provided by the school site confirming the volunteer's application to serve as a volunteer in the Chilliwack School District.
3. The Police Information Check (PIC) form will be processed by the Chilliwack RCMP. The RCMP will provide the results of a completed Police Information Check to the volunteer/applicant.
4. The volunteer/applicant will provide the results of the completed Police Information Check to the Chilliwack School District Administration Office. A designated staff worker (PIC Officer) will be assigned to receive the Police Information Check.
5. Police Information Checks that indicate a volunteer has a police record may preclude the applicant from volunteering with the district. The PIC Officer will keep this information in strict confidence and may consult with the Board's legal counsel to assist with a decision..
6. The applicant and principal will be notified as quickly as possible as to the acceptance or denial as a volunteer.
7. Principals will inform parents when their child is working with a volunteer in other than a group setting.

Cross Refs:

Adopted: October 22, 1996
Reviewed: July 15, 1997
Revised: April 7, 2015

8. 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.
9. In an emergent situation a volunteer who has not been subjected to a Police Information Check 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.
10. Each time a volunteer is involved in a different school a Police Information Check is required. A Police Information Check shall be valid for a maximum of four years. A PIC may be requested at any time at the discretion of the principal.