

## **ADMINISTRATIVE PROCEDURE 405 POLICE INFORMATION CHECK - VOLUNTEERS**

The District believes the involvement of parent and nonparent volunteers can enhance, activities and student learning. This procedure outlines the requirements for all persons serving as volunteers in district schools or on school sponsored activities to submit to a Police Information Check (PIC).

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 PIC with vulnerable Sector Screening, and submit it in person to the Chilliwack RCMP, or the Police Detachment in the community in which they reside, 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 PIC form will be processed by the Police Detachment. The Police Detachment will provide the results of a completed PIC to the volunteer/applicant.
4. The volunteer/applicant will provide the results of the completed PIC to the Chilliwack School District Office. A designated staff worker (PIC Officer) will be assigned to receive the PIC.
5. PICs 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.
8. In an emergent situation a volunteer who has not been subjected to a PIC 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.
9. Each time a volunteer is involved in a different school a PIC is required. A PIC shall be valid for a maximum of four years. A PIC may be requested at any time at the discretion of the principal.