

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 33 (CHILLIWACK)

Administrative Procedure Manual



ADMINISTRATIVE PROCEDURE 405 POLICE INFORMATION CHECKS - VOLUNTEERS

Purpose

This Administrative Procedure explains how volunteers apply, are screened, approved, and managed in the Chilliwack School District (the "District"), including eligibility and approvals.

Procedure

1. Online Criminal Record Check Application

Each volunteer shall complete the online Police Information Check (PIC) Application using the District's unique access code. The application link and access code are available on the [District website](#). This application is submitted electronically to the BC Criminal Records Review Program (CRRP).

2. Identity Verification Requirements

Potential volunteers must verify their identity. This can be done in two ways:

1. Online using the BC Services Card Login: Potential volunteers may verify their identity immediately during the online application by using the BC Services Card Login.
2. In person at the District Office: To verify their identity in person, potential volunteers must contact the District Office at 604-792-1321 to schedule an appointment. They must present two pieces of government-issued identification (ID), one of which must be a photo ID.

3. PIC Results

CRRP will provide a letter of clearance directly to the District's designated volunteer email account. CRRP does not send the District denial letters.

4. Records Management

Upon receipt, the clearance letter will be saved to a secure file at the District Office. The volunteer's name, year of birth, and clearance expiry date will be entered into a secure District database accessible to school administrators and clerical staff.

5. Determination of Eligibility

Eligibility or ineligibility to work or volunteer with children is determined entirely by the CRRP. The District does not make or influence suitability decisions. All information received will be kept in strict confidence.

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6. Staff Volunteering Eligibility

Active staff members may volunteer in any school or department within the District. Staff members who are currently on leave (e.g., medical leave, maternity leave) are required to complete the PIC application process prior to volunteering.

7. Principal Authority

Once eligibility has been confirmed through the CRRP:

- The School Principal or designate may ask for ID on site to verify the identity of a potential volunteer.
- All people offering to serve as volunteers in the District will be assessed by the principal or designate. This assessment will consider the volunteer's skills, talents, potential contributions to the school, and suitability for the school or proposed role.
- Eligibility to volunteer does not guarantee participation. The principal or designate has the authority to decline any volunteer if it is determined that the individual is not needed or a suitable fit for the school or proposed role.

8. Communication with Parents Regarding Volunteers

Principals will inform parents when their child is working one to one with a volunteer.

9. PIC Exceptions

In an emergent situation, a volunteer who has not yet completed a PIC may be used on a one-time basis only. This exception is considered only when the volunteer works with students and teachers in a group setting, and the principal or designate has confidence in the volunteer's character.

10. Validity and Use Across Schools

A PIC is required for each volunteer and is valid for up to 5 years.

- A valid PIC is recognized throughout the entire District and does not need to be repeated when a volunteer supports multiple schools.
- If the status of a PIC changes at any time, for any reason, the individual's PIC is no longer valid. The individual must not continue volunteering and may resume only once a new PIC has been completed and approved.
- A principal or designate may request a new PIC at any time, at their discretion.

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11. School-Based Volunteer Lists

Teachers requesting volunteers must provide the school administrative assistant with a list of names. The administrative assistant will consult the PIC database to verify that the volunteers have valid clearance.

If a volunteer does not have valid clearance, the teacher requesting the volunteer, the administrative assistant, or another designated staff member must follow up to ensure the individual completes a PIC before volunteering.