

Red River Valley School Division
ADMINISTRATIVE PROCEDURE H5 - VOLUNTEERING



The Red River Valley School Division Board of Trustees believes in the importance of the role of parent and community volunteers in schools.

All volunteers must complete the Divisional “Non-disclosure Form”.

In addition to the “Non-disclosure Form”, volunteers not under the direct supervision of a member of the teaching staff, must complete a Child Abuse Registry Check and Criminal Records Check including vulnerable sector search.

The Red River Valley School Division Board of Trustees, through the Superintendent & CEO, reserves the right to request that a volunteer (who has previously submitted a Child Abuse Registry Check and/or Criminal Record Check) provide an updated Child Abuse Registry Check and/or Criminal Record Check at any time.

Presence on the Child Abuse Registry will exclude placement as a volunteer. Presence of a Criminal Record may exclude placement as a volunteer.

Non-disclosure Forms:

Schools are required to have all volunteers complete the divisional “Non-disclosure Form” before volunteering. The school will keep a copy of the completed form and send the original to the Division Office.

Child Abuse Registry:

Schools will supply Child Abuse Registry application forms to volunteers. Once completed, the forms will be sent to the administration office. The administration office will then submit the completed form and fee to the Child Abuse Registry Office. The fee for this check is waived for those positions that are unpaid/volunteer.

When first volunteering at a RRVSD school, original forms that are less than three (3) months old, submitted by the volunteer will be accepted. Photocopies are allowed only where the original can be verified by a staff member. The copy must be signed and dated by the staff member verifying the original.

Criminal Record Check with Vulnerable Sector Search:

Volunteers will be responsible to obtain their Criminal Record Check with Vulnerable Sector Search from their local RCMP detachment or Winnipeg City Police office. The fee for this check will be reimbursed to the volunteer upon submission of receipt along with a copy of the completed Criminal Record Check with Vulnerable Sector Search.

Cross Reference:		
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When first volunteering at a RRVSD school or event, original forms that are less than three (3) months old, submitted by the volunteer will be accepted. Photocopies are allowed only where the original can be verified by a staff member. The copy must be signed and dated by the staff member verifying the original.

All volunteers are expected to adhere to Policy GBE Respectful Workplace.

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