

LKDSB Volunteer Process – FAQ's September 2016

1. Are all police checks or criminal background checks (CBC) the same?

No – for anyone working with children under the age of 18 or with people in vulnerable populations (defined by age and/ or disability, circumstance, whether permanent or temporary) then the *Criminal Records Act* 6.3(1) specifies that they must acquire a **PVSC – Police Vulnerable Sector Check**.

2. Do **all** adults that come into my building to help out and volunteer need as PVSC?

No – our revised Volunteer Administration Procedures state the following must have a PVSC:

- a) Parent/guardians and community volunteers who assist in the school on a daily or weekly basis
- b) Elementary parents/guardians and community volunteers on overnight excursions of any kind
- c) Parent/guardians and community volunteers accompanying secondary students on overnight excursions with exceptions only to be approved by the principal and the Superintendent
- d) Non-parent, non-guardian volunteers not known to the school community
- e) Volunteer drivers of any students under 18 years old. (New June 2016)
- f) Others, as deemed necessary by the principal.

Examples:

- 1) A parent who comes in once a season to help out with a school book sale would not, at the Principal's discretion, require a PVSC.
- 2) A parent or community member of School Advisory Council who attends the school approx. once a month in the evening, without ready access to students would not need a PVSC.

3. Is there a cost involved in getting a PVSC?

Maybe – varies in different jurisdictions with different Police Services providing the PVSC. The LKDSB provides a simple request letter (**Appendix 2** - attached) that the Principal and possible Volunteer sign and submits to acquire. Some Police services will waive the fee; most will charge a reduced amount. Generally from \$10 - \$25.

4. Can the school reimburse or subsidize volunteers for the cost of acquiring a PVSC?

No - LKDSB Regulation R-PR-219-16 – Section 10 states that volunteers require a PVSC every five years “...at their own expense...”. No public or school based funds can be used to supplement or cover the cost to volunteers. Nor can outside funds be directed through the school for this purpose i.e. Noelle's Gift Fund cannot be utilized.

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5. **Are all people who drive students about considered volunteer drivers?**

No – a volunteer driver is anyone who is **authorized** by the School Board to transport students on an approved school excursion, while driving their own or another licensed automobile, and this includes thought is not limited to: parents, guardians, teachers, trustees and officials of the School Board. By way of example: anyone who chooses to informally create transportation arrangements outside of the school day (i.e. carpool) without the knowledge of the school board is **not** considered a volunteer driver.

6. **Can students be used as volunteer drivers whether they are 18 years old or younger?**

No – the LKDSB does **not** authorize any students regardless of age to be volunteer drivers.

7. **Do high school co-op students working in elementary school settings require a PVSC?**

No – they are exempt under work-education agreements from needing a PVSC.

8. **Do LKDSB teachers who choose to coach student athletic teams or volunteer to drive any students need to acquire a PVSC?**

No - as a condition of employment, all LKDSB teachers had an original police check that has been supported annually by the online Offence Declaration process and hence are pre-approved for these activities.

9. **Do Student Teachers working in schools either volunteering or doing their teaching placements require a PVSC?**

No - they have already been vetted and approved for access to students by their respective Faculties of Education.

10. **How long are PVSC's valid for?**

For LKDSB vetting purposes they are good for 5 years from the date of issuance. Once obtained and on record with the Principal, volunteers can make an annual offence declaration that there have been no changes to their original PVSC clearance. (**Appendix 4** - attached).

11. **Can adults who already have a PVSC in place, present proof of that to the Principal?**

Yes - many work sectors; education, municipal, health care, social services already have their worker PVSC screening in place. A print out of their work specific Annual Offence Declaration form will suffice. Many employers will provide a copy of the PVSC as well (the LKDSB does this for student teachers).

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12. How do Principals track the PVSC's they receive?

In order to ensure continuity and not to burden approved volunteers with multiple requests if there is a change of administrator at the school - All Principals will need to keep in the front school office, a secure file or binder with a copy of the original request, copy of the successful PVSC and the running annual signed declaration form (**Appendix 4** - attached). This documentation remains at the school level regardless of what Administrator changes might take place over time.