

## VOLUNTEER CRIMINAL RECORD CHECK REGISTRATION FORM

New Westminster Schools is a place where students love to learn. Our mission is to enable each student to learn in a safe, engaging, and inclusive environment. Volunteers can work together with staff to help create this environment. While welcoming volunteer participation, the District is responsible for establishing safety procedures related to school volunteers. In order to ensure the safest possible environment for all students, all volunteers must read the Volunteer Guidelines ([Appendix A](#)) and when applicable, complete the Volunteer Criminal Record Check Registration Form (490-3) below.

***Please complete and return form to the school***

School: _____	
Applicant Full Name: _____	
Name of child(ren) in the school: _____	
Teacher Name(s) of child(ren) in the school: _____	
Address: _____	
City: _____	Province: _____
Home Telephone: _____	Mobile: _____
Email: _____	

Have you completed a Criminal Record check within the past five years for the school district?

- Yes** - If yes, please provide date when Criminal Record Check was obtained and to whom it was submitted.
- No** - If no, please complete a Criminal Record Check. A Criminal Record Check is obtained by submitting to a background Police Information Check with Vulnerable Sector Screening (PIC-VS) with the New Westminster Police Department online at <http://www.nwpolice.org/services/police-information-check/>. Non-residents of New Westminster must contact their local police or RCMP department.

### School Volunteer Code of Conduct

In order to ensure the safest possible environment for all students, all volunteers must abide by the following:

- I agree to act in a respectful manner and practice an ethic of care with all children and members of the school community
- I agree to abide by all instructions and directions given to me by the supervising teacher
- I have spoken with the supervising teacher about student behaviour expectations and understand my role in responding to students
- I will maintain confidentiality at all times
- I have reviewed the New Westminster Schools Volunteer Guidelines.

I understand that I have applied for a sensitive position of trust with the New Westminster School District. I have read, understood and agree to the School Volunteer Code of Conduct and Guidelines. I declare that all information I have provided on this form is complete and true in every respect.

Signature of Volunteer: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Principal: \_\_\_\_\_ Date: \_\_\_\_\_

*The information on this form is collected under the authority of the School Act, Sections 13 and 79. The information provided will be used for Educational program and administrative purposes, and when required, may be provided to health services, social services, or support services as Outlined in Section 79 (2) of the School Act. The information collected on the form will be protected in accordance with the provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about the information recorded on this form, please contact School Administration*

**References:** Administrative Procedure 490 – Parent/Guardian Volunteers

**Appendix A:** Appendix A: Volunteer Guidelines

**Revised: September 12, 2023**