

Procedure Title	Volunteers Screening Procedure (Sensitive Positions)		
Date of Issue	October 6, 1999	Related Policy	BP 7380-D
Revision Dates	February 6, 2002; October 2, 2002; June 15, 2004; November 2, 2011; September 5, 2012; February 27, 2013; October 30, 2013; November 8, 2017; December 21, 2022	Related Forms	AF 7331; AF 7384;
Review Date		Originator	Administrative Council
References			
Criminal Record Act			

1.0 RATIONALE

- 1.1 It is the intent of Bluewater District School Board to promote a safe and secure school and working environment for students and staff. A criminal background check by police services is only a minor component of the screening process and must not be the sole basis for evaluating the suitability of volunteers.

2.0 PROCEDURE

- 2.1 All volunteers working in a sensitive position with Bluewater District School Board must agree to a vulnerable sector screening/ criminal record check and judicial matters check – level 2, as deemed necessary for the position and consent to release any records in the possession of the police service with jurisdiction in their home area.
- 2.2 The Vulnerable Sector Check is restricted to applicants seeking employment and/or volunteering, in Canada, who are in a position of authority or trust relative to vulnerable individuals
- 2.3 The principal is responsible for having volunteers working in sensitive positions complete a criminal background check. The process and forms required for each specific Ontario Provincial Police (OPP) Jurisdiction can be found in Appendix A: AP 7380-D (found as a separate document on the BWDSB website/ Policies & Procedures section/under link to AP 7380-D).
- 2.4 The OPP does not collect a fee for completing a records check for volunteers. However, if the application is processed by a municipal agency a small administration fee may be applied. All fees are the responsibility of the applicant.
- 2.5 The OPP, or local municipal police authority, will conduct the searches. The volunteer will provide to the Human Resource Services Department the original report, or a true copy of the original report (copy verified by a principal, office manager or department supervisor).
- 2.6 Continuation in a “sensitive” volunteer position requires the volunteer to complete an Offence Declaration Form (AF 7384) by September 1st of each and every school year. The Offence Declaration form (AF 7384) will be available in the schools for completion during the month of May for volunteers to complete and forward to the Human Resources Services Department. This will ensure that the Offence Declaration form is processed prior to September 1st of each school year.