

Ponoka Elementary School

Volunteer Criminal Record Check Procedure

Background:

In Wolf Creek Public Schools (WCPS), we are extremely proud of our school volunteer programs. In order to continue to offer high quality programs in the best interests of students, we must remind everyone that all volunteers who work with students in an unsupervised manner are required to participate in a Criminal Record Check. To support our volunteer programs, WCPS has continued to work with our local police services and our RCMP partners so that members of our volunteer programs can receive their Criminal Record Check at no cost. Volunteers are asked to drop by their local school and pick up a letter verifying their participation in our volunteer program prior to visiting their local police detachment. We sincerely appreciate your efforts on behalf of our students. We would also like to acknowledge the support of our police partners: our RCMP detachments in Ponoka, Red Deer Rural and Rimbey; and the Lacombe Police Service

Procedure:

To volunteer at Ponoka Elementary School a Criminal Record Check is required to be filed with Wolf Creek Public Schools. To obtain a Criminal Record Check please follow the instructions below.

1. Take the volunteer confirmation letter from Ponoka Elementary School *with* picture ID to the Ponoka Police Station during regular business hours, between 8:30 a.m. and 4:30 p.m. This form letter is available at the main office.
2. Participating detachments have an agreement with Wolf Creek Public Schools to do Criminal Record Checks at no cost to the volunteer.
3. The criminal record check is to be returned to Ponoka Elementary School where it will be kept on file.
4. If an undesirable check is returned this doesn't necessarily mean you can't volunteer. There are circumstances (such as incidents from many years ago) where further actions may be taken to clear your record - please come to the school and discuss with the administration if this applies to you.

Thank you for your continued interest in volunteering with our students, your children. Your anticipated understanding in this procedure is appreciated, as it is intended to help protect and ensure the safety and security of all.