



GREENWOOD ELEMENTARY SCHOOL

BOX 219, 785 N. COPPER AVENUE
GREENWOOD, B.C., V0H1J0
TELEPHONE: (250) 445-6616

Criminal Record Check

All schools in the district are required to have Criminal Record Checks completed for any adult volunteering at a school

Thank you for volunteering your time at Greenwood Elementary School. Your time spent with our students is greatly valued and appreciated. Several school activities would not be possible without volunteers.

Criminal Record Checks for volunteers are free. You may obtain a CRC by completing the form, "Consent to a Criminal Record Check for Volunteers" (found on our website or securing a paper copy from our office) and returning the completed form to the school office with a piece of photo identification (preferably your Driver's License or Care Card).

The results of the criminal record check will be sent directly to Greenwood School via email and it usually takes 5-7 days.

Once again, thank you for offering to volunteer at our school!

SCHOOL DISTRICT NO. 51 (BOUNDARY)

VOLUNTEER APPLICATION FORM

SCHOOL NAME: _____ DATE: _____

VOLUNTEER INFORMATION

NAME: _____
Surname *Given names*

ADDRESS: _____
Street *City* *Postal Code*

TELEPHONE NUMBERS: _____
Home *Work*

EMERGENCY CONTACT: _____
Name *Phone*

MEDICAL NUMBER: _____

AREAS OF INTEREST: _____

TIME(S) AVAILABLE: _____

REFERENCES

1. _____
Name *Phone number* *Relationship*

2. _____
Name *Phone number* *Relationship*

CRIMINAL RECORD CHECK

- I am willing to submit to a criminal record check at no financial cost to myself.

SIGNATURE: _____ DATE: _____

APPROVAL: _____ DATE: _____
Signature of Administrator

SCHOOL DISTRICT NO. 51 (BOUNDARY)

VOLUNTEER CODE OF CONDUCT

As a volunteer in School District No. 51, I understand that:

- I will be supervised by a school district employee and must follow that person's directions.
- I must adhere to the policies of the district and the rules of the school in which I am volunteering.
- I must treat staff, parents and students with politeness and respect.
- I must deal judiciously with students and defer to the teacher's authority in all matters relating to the classroom.
- If I am uncertain about my role or any other matter, I will seek advice from the teacher with whom I am working or the principal, as appropriate.

VOLUNTEER CONFIDENTIALITY AGREEMENT

Students, staff and others working in the school have a right to expect that information about them will be kept strictly confidential by volunteers.

Therefore:

- I will not communicate anything I learn about any student or anything that I observe in the course of my volunteering to anyone other than appropriate school district employees.
- I will not share information about students, even with others who may be genuinely interested in a student's welfare, such as social workers, recreational leaders, family, friends, physicians, etc. except when legally required to do so.
- I will keep anything I learn about school district employees or other volunteers strictly confidential.
- If I am asked for information concerning a student or staff members, I will refer the request to the teacher or principal, as appropriate.
- If I am in doubt about whether I may divulge information concerning a student or staff member, I will consult with the school principal before doing so.

DECLARATION

- I have read and agree to comply with the Volunteer Code of Conduct and the Volunteer Confidentiality Agreement (attached).

SIGNATURE: _____

DATE: _____