

SIMCOE COUNTY DISTRICT SCHOOL BOARD

MEMORANDUM

2016-2017: 005

TO: Elementary Principals
Elementary Vice-principals
Secondary Principals
Secondary Vice-principals

FROM: Janis Medysky
Associate Director

SUBJECT **ANNUAL OFFENCE DECLARATIONS FOR VOLUNTEERS IN SCHOOLS**

Background

In accordance with Policy No. 3250 – Volunteers in Schools, and Administrative Procedures Memorandum A7220, Volunteers in Schools, volunteers are required to complete an Annual Offence Declaration for Volunteers (FORM 1) after providing the original Criminal Records Check and Vulnerable Sector Screen.

Current

1. Print the “Approved Volunteer” list for your school.
2. Provide approved volunteers with the Annual Offence Declaration for Volunteers form (FORM 1) and request that it be completed and returned to the principal, on or before October 7, 2016.
3. Complete forms together with your printed list of “Approved Volunteers” are to be forwarded to your Area Executive Assistant on or before October 30, 2016.
4. Executive Assistants will enter the Annual Offence Declaration for Volunteers data.
5. Principals can access their finalized “Approved Volunteer” list following the roll-over in January.

It is suggested that you use the following language in your first newsletter of the school-year:

Current volunteers who do not submit an Annual Offence Declaration for Volunteers on or before December 31, 2016, will be deleted from the database on January 1, 2017, and will have to submit a new Criminal Records Check and Vulnerable Sector Screen.

Principals may use their current list of approved volunteers until the new data is uploaded.

Volunteers who do not have an approved Criminal Records Check and Vulnerable Sector Screen may use (FORM 2) Volunteer Offence Declaration – Emergency Provision. This serves as an emergency provision for a one time only volunteer activity, excluding overnight field trips, pending the submission of an approved Volunteer Criminal Records Check and Vulnerable Sector Screen. Approved Volunteer School Transfer Form (FORM 3) is also included for volunteers transferring to another school who have an approved Criminal Records Check and Vulnerable Sector Screen / Offence Declaration on file.

Should you have any questions, please contact your Superintendent of Education.

August 31, 2016