

### Disclosure

If you believe that a child may not be safe (the child is experiencing physical, sexual and/or emotional abuse and/or neglect), you are legally required to report it to your local child and family services and should be brought to the attention of the school principal.

### Inappropriate Behaviour/Discipline Procedures

Volunteers work under the supervision of school staff. Disciplining students is not the role of the volunteer. If at any time while you are volunteering in the school or on a school activity/trip and you hear offensive comments or observe inappropriate behavior, you are required by Division policy to intervene. Intervention includes discussing the incident with the classroom teacher or administrator of the school immediately. Volunteers must not touch or intervene in any physical manner to stop inappropriate behavior. Physical intervention would be permitted to prevent an assault or to separate the participants in an altercation.

Bill 28, as set out by Manitoba Education and as relates to Safe Schools Act, indicates that when a person becomes aware that a pupil may have engaged in unacceptable conduct at school or at a prescribed school-approved activity, they must report the matter to the school principal as soon as reasonably possible. Unacceptable conduct is defined as abusing another pupil (physically, sexually, psychologically, verbally, in writing or otherwise), or repeated or deliberate bullying of another pupil that is of a serious nature.

We ask that as volunteers you model respect and consideration for everyone in the building or school activity.

### Tips for Volunteering

- Communication is important; please ask questions. If you are having difficulties, please let us know.
- Personal belongings should be kept with you or check with staff for a safe storage place.
- You may use the staff washrooms and staff room.
- Parking is available in visitor parking spots or on nearby streets.
- Be aware and ask about school procedures regarding life threatening allergies.
- Please avoid wearing strong smelling fragrances, as we have students and staff who have fragrance sensitivities.
- Cell phones should be turned off and not used while volunteering.
- Be warm and friendly; show a caring and supportive interest in what the students are doing.
- When working with students, encourage them to do their own thinking, giving them plenty of time to answer.
- Maintain a sense of humour.
- If your child is attending one of our school's, please do not use recess or break times to conference with teachers about your child.
- If you know you will be away, please inform the school in advance or as soon as possible.

*With gratitude in our hearts for your contributions to our learning*

*community, thank you for your time and your energy, your kindness, and your generosity. If you want to touch the past, touch a rock. If you want to touch the present, touch a flower.*

*If you want to touch the future, touch a life.*

*Author Unknown*

Tel: 204-482-5942 Fax: 204-482-3000  
Website: <https://www.lssd.ca/>



205 Mercy Street  
Selkirk, Manitoba  
R1A 2C8

## LORD SELKIRK SCHOOL DIVISION



### Volunteer Information

#### Welcome to Lord Selkirk School Division!

On behalf of all the students and their teachers, thank you for volunteering to help us provide the best possible learning experiences for our students. In whatever way you choose to help, whether in the classroom, library, during special events or in other school programs, you can be sure your contribution is needed and valued.

This brochure was prepared to provide assistance for your role as a school volunteer and to provide you with the guidance for making your volunteer experience successful. We hope you will feel rewarded by the appreciation of the students and staff. Thank you very much for your caring and support.

#### Mission Statement

*Lord Selkirk School Division is committed to providing quality educational programs and opportunities to its community of learners. Lord Selkirk School Division is committed to creating a safe, inclusive, and respectful learning environment to support and enable learners to develop the knowledge, skills, and values to reach their full potential.*

### Volunteer Opportunities

- Breakfast/snack Program
- Working one on one or with small groups of students
- PAC (Parent Advisory Council)
- Field Trips
- School Events

### Sign in/out Procedures

Please sign in at the office and please remember to sign out when you leave.

### Volunteer Requirements

As a volunteer at LSSD, you are required to complete the following at the specific school:

1. Child Abuse Registry Check
2. Criminal Record & Vulnerable Sector Check
3. Pledge Of Confidentiality
4. Volunteer Orientation
5. Volunteer Orientation Confirmation Form
6. LSSD Driver Form – Transporting Students in Personal Vehicles
7. Respect in School Online Course
8. Respect in Sport Online Course (coaches only)

### Child Abuse Registry – No fee for volunteers

All volunteers working in our school or on school-sponsored activities are required to complete a Child Abuse Registry Check form every 3 years. The form is available from the school office. Once the form is completed, please return to the school and the school will verify the information. This form will be submitted to the Board Office and then sent to the Provincial Child Abuse Registry. The response from the Registry is returned to Lord Selkirk School Division, and completed responses kept in the Divisional Office. Please note that presence on the Child Abuse Registry will exclude an applicant from placement as a volunteer.

### Criminal Records Check – No fee for volunteers (school letter)

School volunteers are required to complete a Criminal Records Check at the local RCMP office and return the completed check to the school every 3 years. The school will forward the completed check to the Board Office to be entered in the database.

### Pledge of Confidentiality

All volunteers are required to sign the LSSD Pledge of Confidentiality. Confidentiality is of the utmost importance. Please do not discuss student performance, teachers, school policies, or your own reactions to school situations with anyone other than staff with whom you are working. If parents, family, or friends ask you about your work tell them you enjoy your work and share information about the activities you perform rather than specific information about students, teachers, or the school. Please do not discuss the progress of the children with whom you are working. Reporting to parents is the responsibility of the teachers.

### Respect in School

All volunteers working in our school are expected to complete the Respect in School online course. This course teaches personnel working in schools how to recognize and prevent bullying, abuse, harassment, and discrimination among students.

### Respect in Sport – Coaching Only

All volunteers working in our school are expected to complete the Respect in Sport online course prior to coaching students.

### Volunteer Orientation

All volunteers will receive an orientation from the principal or designate.

### Coaches or Overnight Volunteers

Coaches and overnight volunteers at school-sponsored activities must be supervised by a teacher-liaison. As a volunteer in this capacity, you are acting in the best interest of all the children, as a parent would. The teaching staff will manage behavior or discipline issues. It is your responsibility to report to the teacher any unacceptable verbal, physical or bullying behavior. All overnight volunteers will be provided a comprehensive orientation prior to the activity/trip and sign a confirmation form after receiving the field trip-specific orientation.

### Volunteer Confirmation Form

This form is to be signed after the volunteer orientation has taken place for general volunteers and coaches/overnight volunteers.

### Smoking and Use of Tobacco Policy

Smoking, vaping and use of tobacco products are not allowed on Division property, including school grounds. This policy also applies to volunteers participating in school activities such as field trips, sports days or Division sponsored activities. The exception to this policy is the participation in snudging and/or preparation of tobacco offerings in compliance with the provincial snudging protocol and guidelines.

### Workplace Violence Policy

Everyone is responsible for creating a safe working environment free from violence. Volunteers are responsible for working together and bringing issues to the attention of the principal or supervising staff.

### School Safety

The school doors are locked between 9:00 a.m. and 3:30 p.m. Please ring the bell for entrance and sign in/out in the office. Please become familiar with the following emergency procedures:

- **Fire Alarm** If a fire alarm sounds while you are working with a student away from their usual setting, leave through the closest exit. Once outside, take the student to join their class and teacher.
- **Code Homeroom** Remain in location & continue working.
- **Lockdown, Hold and Secure, and Evacuation** 'Lockdown' is a silent lock and hide procedure. 'Hold and Secure' is work as usual with no one entering or exiting the building. 'Evacuation' is an evacuation to of the building. 'Shelter in Place' also means stay in the school.
- **Medical** When dealing with blood or other bodily fluids, wear gloves, which are available in the office. Send someone for a trained staff member. Wash hands before removing gloves and wash again after removing gloves.



# Application for a Child Abuse Registry Check by Employers and Others

Application pursuant to Section 19.3(3.1) of *The Child and Family Services Act* for access to the Child Abuse Registry

## Part 2 Information and Results

### SECTION A — Access by EMPLOYERS AND OTHERS (to be completed by the Employer/Other)

A-1 Applicant's Mailing Label. Please print all information clearly.

Mr. Jerret Long, Superintendent
Lord Selkirk School Division
205 Mercy Street
Selkirk MB R1A 2C8

Sam Weidl/ Jordyn Nienhuis 204-482-5942

Contact Person

Telephone Number

Office / Program / School

A-2 Purpose of Registry Check: (Please check at least one of the following)

- To assess the Subject of this check:
  - Whose work, whether paid or unpaid, involves or may involve the care, custody, control or charge of a child
  - Whose work, whether paid or unpaid, permits or may permit access to a child
  - Who, on behalf of an agency or the holder of a foster home licence, works directly with foster children for 10 or more hours per week and who may have unsupervised access to foster children [M.R. 18/99 s. 18(1)(e)]

A-3 Position:  Volunteer  Paid Staff  Other

Briefly describe position: \_\_\_\_\_

A-4 Applicant Authorization: ACCESS CODE: 242-97

Signature of Applicant staff who verified Subject's identification \_\_\_\_\_ Applicant's Signature (Executive Director or Supervisor)

NOTE: There is a non-refundable fee of \$20.00 per application. Please refer to Part 3 for fee payment details.

### SECTION B — SUBJECT'S INFORMATION (to be completed by the person being checked) (PLEASE PRINT CLEARLY)

B-1 Name: \_\_\_\_\_  
Surname Given Name Middle Name

Previous and Other Names:

a) Maiden Name: \_\_\_\_\_ b) Legal Name Change: \_\_\_\_\_

c) Also Known As: \_\_\_\_\_ d) Other Names Known by: \_\_\_\_\_

B-2 Birth Date: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_ B-3 Male  Female  X

B-4 Current Address: \_\_\_\_\_ City: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Telephone: (\_\_\_\_\_) \_\_\_\_\_

B-5 Previous addresses for a minimum of 5 years: \_\_\_\_\_

B-6 IDENTIFICATION: I have chosen and presented two (2) pieces of identification that have been verified by the Applicant in A-4:

SIN No. \_\_\_\_\_ MHSC No. (6 digit) \_\_\_\_\_

Band and Status No. \_\_\_\_\_ Driver's Licence: \_\_\_\_\_

Passport or Birth Certificate No. \_\_\_\_\_ Other (please identify) \_\_\_\_\_

B-7 I hereby authorize the Director of Child and Family Services to search the Manitoba Child Abuse Registry to determine if my name is listed on the Registry. I hereby give my consent for the release of this information in writing to the applicant in A1 for purposes identified in A-2 and Part 1.

Date: \_\_\_\_\_ SUBJECT'S SIGNATURE: \_\_\_\_\_

### SECTION C — MANITOBA CHILD ABUSE REGISTRY RESULTS (to be completed by the Director of Child and Family Services) Office Use Only

This is to certify that as of the date indicated in this section, the subject:

IS NOT listed on the Manitoba Child Abuse Registry  DATE: \_\_\_\_\_

IS LISTED on the Manitoba Child Abuse Registry  \_\_\_\_\_  
Director of Child and Family Services or Designate

Note: The name of a young offender (under 18) may not appear on the CAR due to the non-disclosure provisions of *The Young Offenders Act* or *The Youth Criminal Justice Act*. The Applicant shall not use or disclose the personal (health) information provided by the Subject except for the purpose(s) stated in Part 1 and Part 2.

CHILD ABUSE REGISTRY  
2<sup>nd</sup> Floor – 777 Portage Avenue, Winnipeg MB R3G 0N3, CANADA  
Telephone: (204) 945-6967 Fax: (204) 948-2222

File: CAR-EO - Rev 02/22



## Application for a Child Abuse Registry Check by Employers and Others

Application pursuant to Section 19.3(3.1) of *The Child and Family Services Act* for access to the Child Abuse Registry

### **Part 1 Consent to Collection & Disclosure of Information and Results**

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I understand that the Applicant is obtaining my personal information (including, if necessary for identification purposes, my Manitoba Health Reg. No.) described in Part 2 B to disclose this information to the Director of Child and Family Services (the Director) so that the Director can conduct a Child Abuse Registry check on me. I understand that my personal information is being collected under the authority of subsection 37(1) of *The Freedom of Information and Protection of Privacy Act* and that my personal health information, if any, is being collected under the authority of subsection 14(1) of *The Personal Health Information Act*.

I understand that the Director will also use this information to update the Manitoba Child and Family Services Information System (CFSIS) and the Intake Module (IM) (collectively known as CFSA).

I understand that the results of the Child Abuse Registry check will disclose whether my name is listed on the Registry and that the Director will disclose these results to the Applicant.

I understand that the disclosure of the results of the check to the Applicant is authorized under Section 19 of *The Child and Family Services Act* and is the minimum amount of information necessary to accomplish the purpose(s) specified in Part 2 A-2.

I understand that the Applicant requires the results of the Child Abuse Registry check for the purpose(s) specified in Part 2 A-2. This information will be available to employees or agents of the Applicant only on a need to know basis.

I understand that the Applicant will use the information only for the above purpose(s) unless use for another purpose is authorized or required by law.

I understand that the Applicant will not further disclose the results of the Child Abuse Registry check without my written consent unless authorized or required to do so by law.

I understand that the Director will release no other information without my written consent unless the Director is authorized or required to do so by law.

I understand that I may revoke this consent to the collection and disclosure of information and results by written statement at any time prior to the information being released under this consent.

I acknowledge that a photocopy of this signed consent is sufficient to allow for the disclosure of the information requested.

Consent below is limited to this application only and becomes effective on the date signed. This consent expires six months from the effective date.

I hereby consent to the collection of information in Part 2 B by the Applicant, its disclosure to the Director and the disclosure of the results of the check, described in Part 2 C, by the Director to the Applicant.

DATE: \_\_\_\_\_ SUBJECT'S SIGNATURE: \_\_\_\_\_

If you have any questions about the collection and disclosure of your personal information, you should contact the Child Abuse Registry at (204) 945-6967.



## Application for a Child Abuse Registry Check by Employers and Others

Application pursuant to Section 19.3(3.1) of *The Child and Family Services Act* for access to the Child Abuse Registry

### Part 3 Fee Payment

Applicant's Name: Lord Selkirk School Division Subject's Name \_\_\_\_\_

#### Payment Exemption

There may be no fee depending on the purpose of the check. Please refer to Manitoba Regulation 16/99 subsection 11.1(2).

All fee exemptions are subject to an audit.

Exempted – no fee attached

#### Payment Method (Please check one box only and print all information clearly)

**VISA** Card Number \_\_\_\_\_ Expiry Date \_\_\_\_\_  
 Name as it Appears on Card \_\_\_\_\_  
 Amount: \_\_\_\_\_ (Canadian funds)  
 Authorization: \_\_\_\_\_  
Signature of Cardholder

**MASTERCARD** Card Number \_\_\_\_\_ Expiry Date \_\_\_\_\_  
 Name as it Appears on Card \_\_\_\_\_  
 Amount: \_\_\_\_\_ (Canadian funds)  
 Authorization: \_\_\_\_\_  
Signature of Cardholder

**CHEQUE** *made payable to the Minister of Finance*

**Note:** Post-dated cheques will not be accepted. **There is a \$20.00 NSF charge for all returned cheques.**

**MONEY ORDER** *made payable to the Minister of Finance*

**CASH** (Note: It is recommended that you do not send cash through the mail.)

**BILL to Agency/Organization** (Accounts Receivable Debit) **242-97**

**Receipts will only be issued if requested at the time the Application is submitted.**

Check  if receipt is required.

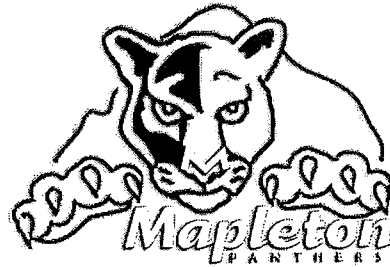
**All three parts of this Application must be forwarded to the Child Abuse Registry for a check to be completed.**

FOR CHILD ABUSE REGISTRY OFFICE USE ONLY	
Application Received	Date
<input type="checkbox"/> <b>IN-HOUSE</b>	_____
<input type="checkbox"/> <b>MAIL</b>	_____
<input type="checkbox"/> <b>COURIER</b>	_____
<input type="checkbox"/> <b>FAX</b>	_____
<input type="checkbox"/> <b>Multiple Applications #</b> _____	



# MAPLETON SCHOOL

112 Calder Road  
St. Andrews, Manitoba  
R1A 4B5  
(204) 482-4409 Fax: (204) 482-6771  
email: mapleton-school@lssd.ca



Date:

Royal Canadian Mounted Police

**RE: CRIMINAL RECORD CHECK**

(Name of Volunteer)

A Criminal Records Check is required for this volunteer to participate in classroom fieldtrips and activities within **Mapleton School**

Sincerely,

---

J. Sokalski, Principal







Good Day;

Please see the attached forms for a Name-Based Criminal Record Check and Vulnerable Sector Search. These forms need to be completed in full, signed, dated, and either **mailed back to the detachment or dropped off during current business hours of 8:00 am to 4:00 pm (Monday to Friday)**.

For the Criminal Record Check (form 6388e) fill out the Applicant Information section, sign and date the signature of applicant and fill out the Requesting Organization section (your Employer or whom you are volunteering with). At the bottom right hand side of the form you must initial Box 1, which is the Name Based Criminal Record Check and Box 3 for the Vulnerable Sector search and fill out page 2 (form #3923e).

Whether you are mailing in or dropping off your completed forms you are required to bring in a photocopy of 2 pieces of identification, ie: Driver's Licence, Passport, Manitoba Medical and/or birth certificate (**no social insurance cards will be accepted**). One piece of identification must be a photo of yourself and one must have your physical address on it.

Method of payment is by **certified** cheque (obtained from a bank) or **money order** (obtained from a bank or post office) only, made payable to the Receiver General for Canada in the amount of \$10.00. **NO cash OR personal cheques will be accepted**. If you are volunteering, the \$10 fee is waived, but we require that you include a letter from the organization confirming your volunteer status.

Mail or drop off the aforementioned documents to the following address:  
**Selkirk RCMP**  
**1019 Manitoba Avenue**  
**Selkirk, Manitoba**  
**R1A 3T7**

Once we have received your documents and form of payment, we will process your request and mail your results to the address that you have provided to us. Please add your email address and mailing address if different from your physical address.

If you have any questions, please call the detachment directly at 204-482-1222 ext 0.

Regards,

Selkirk RCMP Detachment





Applicant Information					
Last Name		Given Name 1		Given Name 2	
Gender <input type="radio"/> Male <input type="radio"/> Female	Date of Birth (yyyy-mm-dd)	Current Address (include mailing address if different)			
City		Province	Postal Code (A9A 9A9)		Telephone Number (include area code)
Place of Birth		Usual First Name or Alias		Maiden Name or any Other Last Name	
Name at Birth		Previous Names or Legally Changed Names			

Previous Addresses				
Provide previous addresses if less than 5 years at current address.				
Address		City	Province	Postal Code (A9A 9A9)

**Consent**  
**Important - Informed Consent (provided by the individual):** As an individual providing informed consent to have these sources of police information reviewed and disclosed, it is important that you understand the nature of the information that may be contained in them. By agreeing to allow your personal information to be disclosed to a prospective employer or organization, you acknowledge that your suitability could be determined based on the information disclosed. The suitability criteria are established and controlled by the employer or the organization - not the police agency or authorized body conducting the checks. The police agency or authorized body is not involved with, or responsible for, decisions that are made by the employer or organization.

Signature of Applicant	
I consent to a search of all records and information available at the time the search is conducted, including non-conviction information, charges before the courts, findings of guilt or convictions and court orders registered in my name in the National Repository of Criminal Records and local records available to the police service. I understand that if information or a possible record exists, it will not be disclosed until identification has been confirmed by either myself or by fingerprints.	
Signature	Date of Consent (yyyy-mm-dd)

Requesting Organization			Fingerprint
<input type="checkbox"/> Record Check results will be picked up in person by the applicant			For card scan submissions only.  XXXXXX
Identity of the organization that is requesting and should receive the results of the record checks.			
Name of Person or Organization		Address	
City	Province	Postal Code (A9A 9A9)	
<b>Waiver for Consent of Release of Information to Third Party</b>			Finger XXXXXX
I consent to the release of any and all information from available records to the authorized person of the above indicated Organization/Company/Firm.			
Signature	Date (yyyy-mm-dd)		

Type of Record Check Required			
To be completed by the applicant (initial type of record check being requested).			
Type	Description	Additional Requirements	Initial
<b>Name-Based Criminal Record Check</b>	A query, based on name and date of birth, of active criminal files in the RCMP National Repository of Criminal Records. Used to determine the possible existence of a criminal record. Generally used as a preliminary search only to determine if a Fingerprint-based Criminal Record Check may be required. The query may also include a search of court records and a query of records management systems in other police agencies' jurisdictions through the Police Information Portal (PIP) or other data sharing systems.	N/A	
<b>Fingerprint-Based Criminal Record Check</b>	A fingerprint-based search of the RCMP's national repository of fingerprints and criminal record information. The results of the search will produce a document that includes criminal record information where the identity of the applicant has been verified by fingerprints.	N/A	X
<b>Vulnerable Sector Check</b>	A Vulnerable Sector Check is the most comprehensive type of check. It includes a query based on name and date of birth of a local police agency's records management system, commonly referred to as a local indices's check, in addition to queries of CPIC Identification, Investigative, and Intelligence Data Banks. The query may also include a search of court records and a query of records management systems in other police agencies' jurisdictions through the Police Information Portal (PIP) or other data sharing systems.	<input type="checkbox"/> Form 3923 completed and attached	
<b>Declaration of Criminal Records</b>	This will result in the RCMP detachment providing a list of all of the criminal convictions and related information that are included on the criminal record on CPIC. This may only be provided by the detachment where the applicant lives.	<input type="checkbox"/> Form 6359 completed and attached	X

Identification Provided			
To be completed by the RCMP employee.			
Applicant Identification Type 1 XXXXX	Applicant Identification Type 2 XXXXX	RCMP Employee Name XXXXX	HRMIS Number XXXXX



Royal Canadian Mounted Police / Gendarmerie royale du Canada

Protected B  
once completed

PIB	CMP PPU 005
PIB	CMP PPU 030

## Consent for Check for a Sexual Offence for which a Record Suspension (Pardon) has Been Granted or Issued (Vulnerable Sector Verification)

Reference Number  
(to be completed by detachment)

- This form must be submitted with RCMP form 6388 - Consent for the Release of Police Information.
- This form is to be completed by an individual applying for a position with a person or organization responsible for the well-being of one or more children or vulnerable persons, if the position is a position of authority or trust relative to those children or vulnerable persons and the applicant wishes to consent to a search being made in criminal conviction records to determine if the applicant has been convicted of a sexual offence listed in the schedule of the *Criminal Records Act* and has been pardoned.
- To be used only for organizations inside of Canada.

### Identification of the Applicant

Current Legal Surname (required)	Current Legal Given Name (required)
Gender <input type="radio"/> Male <input type="radio"/> Female	Date of Birth (required: yyyy-mm-dd)

### Reason for the Consent

I am an applicant for a paid or volunteer position with a person or organization responsible for the well-being of one or more children or vulnerable persons.

Title of the Paid or Volunteer Position	Name of the Person or Organization
Details regarding the responsibilities towards children or vulnerable persons	

Type of Position

- Paid Position (fee enclosed) Processing Fees  Volunteer Position (letter from non-profit organization attached)

### Consent

I hereby consent to a search being made in the automated records retrieval system maintained by the Royal Canadian Mounted Police to find out if I have been convicted of, and been granted or issued a Record Suspension (Pardon) for, any of the sexual offences that are listed in the schedule of the *Criminal Records Act*.

I understand that if, as a result of giving this consent, a search discloses that there is a record of my conviction for one of the sexual offences listed in the schedule of the *Criminal Records Act* in respect of which a Record Suspension (Pardon) was granted or issued, that record shall be provided by the Commissioner of the Royal Canadian Mounted Police to the Minister of Public Safety, who may then disclose all or part of the information contained in that record to a police force or other authorized body. That police force or authorized body will then disclose that information to me. If I further consent in writing to disclosure of that information to the person or organization referred to above that requested the verification, that information will be disclosed to that person or organization.

Contributing Agency	
Signature of Applicant	Date (yyyy-mm-dd)

### Verification

Name of Verifier XXXXXX		Fingerprint XXXXXX
Title XXXXXX	Date Received (yyyy-mm-dd) XXXXXX	



## Instructions: Consent for the Release of Police Information

### Criminal Record / Vulnerable Sector Check

- When applying for any Police Records Check, you must provide your consent. Signing this consent signifies that you understand each of the information sources the police or other authorized bodies will check. The purpose of this document is to provide you with that understanding.
- There are two sources of information that comprise what is referred to as police information. Subject to your consent, these two sources of information are searched to determine if they contain personal information that relates to you and which may be disclosed in accordance with applicable laws:
  1. Records in the Investigative and Intelligence data banks contributed by Canadian police agencies to the Canadian Police Information Centre (CPIC) system.
  2. Local police information contained in local agency Occurrence Records Management Systems.

### Criminal Record

- Canada's National Repository of Criminal Records is maintained by the Royal Canadian Mounted Police (RCMP). In Canada, a criminal record is created and maintained through the submission of an individual's criminal fingerprints collected using ink-rolled impressions or through electronic scanning. Creating a criminal record involves the submission of an initial set of prints of an individual charged with an offence. Updating this criminal record involves submitting fingerprints of the individual each subsequent time they are charged with an offence. These prints are used to verify the individual's identity against the existing records in the RCMP National Repository of Criminal Records. Once determined by the courts, the disposition (outcome of the charge) is recorded on the fingerprint form and forwarded to the RCMP National Repository of Criminal Records. The release of criminal record information maintained by the RCMP is governed by federal laws and the *Ministerial Directive concerning the Release of Criminal Record Information by the Royal Canadian Mounted Police*. Since the *Identification of Criminals Act* only allows the taking of fingerprints in relation to indictable or hybrid offences, the RCMP's National Identification of Criminals Act Repository of Criminal Records is fingerprint-based and only contains information relating to these two categories of offences. Summary offences are included in the national repository if submitted to the RCMP as part of an occurrence involving an indictable or hybrid offence. Note: With the exception of "young person" indictable or hybrid offence convictions, police agencies are not required by law to report offences to the RCMP. Therefore, a search of local police records may reveal criminal record information that has not been reported to the RCMP.
- **If your fingerprints have never been taken in relation to an arrest and/or charge process, then you do not have a record in the National Repository for Criminal Records maintained by the RCMP. If, however, you do have a criminal record, but were not fingerprinted for all of your subsequent charges and/or convictions, your criminal record will not fully portray the history of your police involvement.**

### Record Suspension (Pardoned Offences)

- An adult individual who has a criminal record may make an application to the Parole Board of Canada to receive a Record Suspension (Pardon) for one or more convictions. At the completion of a successful Record Suspension (Pardon) application process, all references to the convictions on the criminal record as maintained by the RCMP for which a Record Suspension (Pardon) has been granted are sealed and are no longer available to police agencies or any individual other than the subject of the record. Disclosure of a Record Suspension (Pardoned Offence) is only possible with the consent of the Minister of Public Safety for Canada.
- **A Record Suspension (Pardon) does not erase a conviction. It does not allow a person to say that they do not have a criminal record. An individual who has received a Record Suspension (Pardon), when asked, should respond: "Yes, I have been convicted of a criminal offence for which I have received a Record Suspension (Pardon)."**
  - Due to the sensitivity of this process, only police agencies or other authorized bodies as determined by a provincial or territorial public safety minister may process system responses that are generated by Vulnerable Sector Checks.

### Offences Committed as a Youth

- The *Youth Criminal Justice Act* restricts the use of information related to charges for offences that were committed as young persons (below the age of 18). Information related to these charges may only be disclosed upon your signed authorization and when it is required by Federal, Provincial or Municipal law, for the purposes of employment or volunteer services with these agencies.
- Two exceptions to this are:
  1. When the young person was sentenced as an adult; and
  2. When an individual is sentenced as an adult prior to the young person charges being sealed. In these cases section 119 of the *Youth Criminal Justice Act* states that the youth charges are subject to the same disclosure rules as adult convictions.

### Investigative and Intelligence Information Contained in CPIC

- Police agencies in Canada use CPIC to share information on persons, property, vehicles and marine vessels in support of law enforcement activities. A record that is added to CPIC belongs to the police agency that added the record. The contributing agency's permission is required in order to use its records to support an investigation or to use as a basis for a decision. Examples of records pertaining to individuals include persons who are wanted, persons who are on probation or subject to a court order, and persons who are charged with offences currently before the court. The disclosure and use of this information as part of a police information check will be governed by the laws that apply to the police agency holding the record.
- **The existence of these types of records in relation to an individual does not establish that the individual has a criminal record. Records indicating that an individual has been charged with a criminal offence may mean that the individual has a criminal record however; this is subject to verification of the National Repository of Criminal Records maintained by the RCMP by means of the agency that entered the information on CPIC.**

### Local Police Information

- Local police information involves non-criminal entries where police respond to a call or complaint. This investigative activity is normally recorded in the police agency's Occurrence Records Management System. Information that is disclosed on the application for a police information check involving local police records systems includes any adverse information (e.g. peace bond) where the individual is identified as having negative contact with the police. Adverse information is defined as an occurrence in which the applicant is the subject of a founded and substantiated complaint relating to a provincial or federal offence: or a suspect, charged with a provincial or federal offence whether acquitted or convicted. Adverse information does not include a file where the applicant is only considered a "victim", or a "witness". The disclosure and use of this information as part of a police information check will be governed by the laws that apply to the police agency holding the record. Many jurisdictions have laws that pertain to the use and disclosure of personal information related to an individual's mental health. It is the responsibility of the police agency to apply those laws.
- **The existence of these types of local police records in relation to an individual does not establish that the individual has a criminal record. Local police records indicating that an individual has been charged with a criminal offence may mean that the individual has a criminal record; however, this is subject to verification by means of the National Repository of Criminal Records maintained by the RCMP.**





## Confidentiality Agreement - Volunteer

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### Purpose

Volunteers of LSSD are required to keep all confidential information and relevant knowledge regarding our students, our staff and our facilities confidential both during and after their time volunteering. These practices have been adopted as they have been deemed essential to the protection of LSSD, and the well-being and privacy of our students and staff.

### Confidentiality Agreement

Confidential information is anything that directly pertains to the operations, students and staff of LSSD.

*Any information relating to the LSSD that is freely in the public domain may not be considered "Confidential". In the event that it can be proven that information was possessed before it was received from LSSD, or that information was gained from an unrelated third party, said information will not be classified as "Confidential".*

### Nondisclosure:

In volunteering for LSSD, I shall not divulge, disclose, provide or disseminate confidential information to any third party not employed by LSSD at any time, unless LSSD or the employee gives written authorization. Furthermore, confidential information shall not be used for any purpose other than its reasonable use in the normal performance of volunteer duties for LSSD.

I further acknowledge that I have been provided an orientation.

### Legal:

This agreement will not supersede any legal obligation to disseminate information when required to do so in a court of law.

### Acknowledgment and Agreement of Confidentiality Agreement

I, \_\_\_\_\_, acknowledge that I have read and understand the Confidentiality Agreement of Lord Selkirk School Division. I agree to adhere to this agreement in its entirety. I understand that if I violate the rules set forth in the Agreement, I may face legal, punitive, or corrective action.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

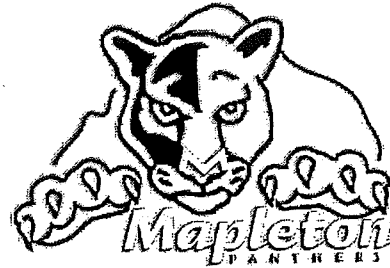
Witness: \_\_\_\_\_





# MAPLETON SCHOOL

112 Calder Road  
St. Andrews, Manitoba  
R1A 4B5  
(204) 482-4409 Fax: (204) 482-6771  
email: mapleton-school@lssd.ca



## Volunteer Confirmation Form

I, \_\_\_\_\_ confirm that I have completed an orientation on volunteering in Lord Selkirk School Division and that I understand the expectations of a volunteer supervising student in the role as a coach or overnight volunteer.

I agree to abide by these expectations and to report any concerns to my staff supervisor.

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date





# MAPLETON SCHOOL

**‘Growing, Working, Learning Together’**

112 Calder Rd.  
St. Andrews, MB  
R1A 4B5  
Ph. 482-4409, 482-4494  
Fax: 482-6771  
e-mail: [mapleton-school@lssd.ca](mailto:mapleton-school@lssd.ca)  
Website: <https://map.lssd.ca/>

## **VOLUNTEER HANDBOOK 2022-2023**

### **MAPLETON’S MISSION STATEMENT**

We strive to create a safe and respectful educational environment where individuals are encouraged to be responsible, to co-operate, and to achieve their full potential.

## **Welcome to Mapleton School**

On behalf of all the students and staff, thank you for helping us provide the best possible education for our students. In whatever way you choose to help, you can be sure your contribution is valued.

This volunteer handbook was prepared to assist in your role as a school volunteer and provide you with the guidance for making your volunteer experience a success. Basic techniques and strategies you can use to help children learn are discussed briefly. A teacher or staff member is always nearby to provide direction and to answer your questions.

Please feel free to discuss any aspect of the school volunteer program with us. We appreciate the time and talents you are donating. We hope you will feel rewarded by the appreciation of the students and staff. Thank you very much for your caring and support.

### **Requirements:**

Child Abuse Registry Check  
Criminal Records Check  
Pledge of Confidentiality  
Respect in School  
Respect in Sport (if coaching or driving)  
Volunteer Confirmation Form.

### **Child Abuse Registry** – No fee required for volunteers

All volunteers working in our school or on school-sponsored activities will be required to complete a Child Abuse Registry Check form. The form is available from the school office. Once the form is completed, it is to be returned to the school and the school will verify the information and ensure the form is complete. Two pieces of ID must accompany the Child Abuse Registry Form. The form is submitted to the Lord Selkirk School Division and then sent to the Provincial Child Abuse Registry. The response from the Registry is returned to Lord Selkirk School Division, and completed responses kept in the divisional office. Please note that the presence on the Child Abuse Registry will exclude an applicant from placement as a volunteer.

**Criminal Records Check** - No fee for volunteers - a letter on school letterhead, must be presented to the Selkirk RCMP detachment. Although you may choose to have the Criminal Records Check done at another detachment, a processing fee may be applied.

All volunteers who coach a school team, drive students in their own vehicle, work one-on-one with students, or accompany students on an overnight trip will be required to complete a Criminal Records Check form. Applicants must complete forms at the local RCMP office. It is then the responsibility of the applicant to pick up the Criminal Records Check and return it to the school. The RCMP will provide an approximate date to the individual to pick up the Criminal Records Check. Criminal Records Checks will need to be re-done when students change schools. The disclosure of a criminal record may not necessarily preclude an applicant from consideration for placement as a volunteer, but disclosure of a sexual offence will exclude an applicant from placement as a volunteer.

### **Pledge of Confidentiality**

All volunteers will be required to sign the Pledge of Confidentiality form. Confidentiality is of the utmost importance. Please do not discuss student performance, teachers, school policies, or your own reactions to the school situations with anyone other than the staff with whom you are working. If parents, family, or friends ask you about your work tell them you enjoy your work and share information about the activities you perform rather than the specific information about students, teachers, or the school. Please do not discuss the progress of the children with whom you are working. All reporting to parents is the responsibility of the teachers and must not be undertaken by volunteers. As a student's tutor or group leader, you should not become involved with his/her parents. It is the responsibility of the school to tell parents when a student is receiving tutorial aid. If a parent does contact you, simply refer the parents to the child's teacher.

### **Respect in School**

All volunteers who work one-on-one with students, or accompany students on an overnight trip will be required to complete the Respect in School online course found at [https://mbed-school.respectgroupinc.com/koala\\_final/](https://mbed-school.respectgroupinc.com/koala_final/)

### **Respect in Sport**

All volunteers who coach a school team, drive students in their own vehicle, work one-on-one with students, or accompany students on an overnight trip will be required to complete Respect in School as well as Respect in Sport online training found at [https://mbed-school.respectgroupinc.com/koala\\_final/](https://mbed-school.respectgroupinc.com/koala_final/)

### **Volunteer Confirmation Form**

All volunteers are required to complete and sign a Volunteer Confirmation form for general volunteers, as well as a second form for overnight volunteers.

### **Sign in/out Procedures**

Upon arrival at the school, all non-staff members are required to check in at the office. You will be required to sign in and upon your departure, sign out. A record of non-staff members in the school is crucial should there be an emergency situation.

### **Field Trips**

Field trips are an important learning experience for students. As such, volunteers are expected to respect this learning, with the majority of their focus placed on the students. Cell phone and electronic device use must be kept to a minimum. Respect in School online training course must be complete before attending field trips.

### **Coaches and/or Overnight**

Coaches and overnight volunteers must complete both Respect in Schools and Respect in Sport online training. Volunteers will be supervised by a teacher-liaison for all school sponsored activities. As a volunteer in this capacity, you are acting in the best interest of all the children, as a parent would. The teaching staff is to handle any behaviour or discipline issues. It is your responsibility to report to the teacher of any unacceptable verbal, physical or bullying behaviour. All overnight volunteers will be provided with an orientation prior to the activity/trip and sign a confirmation after receiving the orientation.

### **Disclosure**

If a child should disclose to you information regarding any form of abuse you are required by law to report this information to the authorities. The steps to follow are:

- Reassure the child and tell them you will have to tell the teacher or principal about this.
- Inform the principal about the disclosure and he/she will assist you in handling the situation.
- This information is to remain confidential and not discussed with anyone.

### **Inappropriate Behaviour/Discipline Procedures**

Volunteers always work under the supervision of teachers. Disciplining students is not the role of the volunteer. If at any time while you are volunteering in the school or school activity/trip and you hear offensive comments or observe inappropriate behavior; you are required by Division policy to intervene. Intervention includes discussing the incident with the classroom teacher or administrator of the school immediately. Volunteers must not touch or intervene in any physical manner to stop inappropriate behavior. Physical

intervention would be permitted to prevent an assault or to separate the participants in an altercation.

Bill 28, as set out by Manitoba Education and relates to Safe Schools Act, indicates that when a person becomes aware that a pupil may have engaged in unacceptable conduct at school or at a prescribed school-approved activity, they must report the matter to the school principal as soon as reasonably possible. Unacceptable conduct is defined as abusing another pupil (physically, sexually, psychologically, verbally, in writing or otherwise), or repeated or deliberate bullying of another pupil that is of a serious nature.

We ask that as volunteers you model respect and consideration for everyone in the building or school activity.

### **Emergency Preparedness Procedures**

Volunteers should become familiar with the following Emergency Procedures:

- Fire (Actual or Drill)  
If a fire alarm sounds while you are working with a student away from his/her usual setting, take the student to the closest exit. Once outside, take the student to join his/her class and teacher.
- Lockdown and Evacuate- These procedures are practiced on an annual basis. Lockdown- remain in a secure area until the lockdown is lifted and Evacuation- immediately leave the building and re-group at a muster point.
- Code Homeroom- Close all doors and remain in the classroom. Cautionary lockdown necessary to secure the school due to an emergency situation. Regular activities as planned.
- Hold and Secure- Potential threat in the community outside of the building. There will be no entering or exit to the building. Classes continue as planned.
- Shelter in Place – Hazardous materials released outside of the building. Remain in the building with window closed until all clear is given.
- Medical- When dealing with blood or other bodily fluids, wear gloves, which are available in the office. Send someone for a first aid trained staff member. Wash hands before removing gloves and wash again after removing gloves.

### **Smoking and Use of Tobacco/ Vaping Policy**

Smoking and use of tobacco or vaping products is not allowed on Division property including grounds. This policy also applies to all volunteers who are participating in school activities such as field trips, sports days or Division sponsored activities.

## **Workplace Violence Policy**

Everyone is responsible for creating a safe working environment that is free from violence. All volunteers shall be responsible for working together and bringing all issues to the attention of the Principal.

## **Tips for Volunteering**

- We ask that you please sign in when you arrive.
- Communication is important, please ask questions.
- Personal belongings should be kept with you or check with the teacher for a safe place.
- You may use the staff washrooms, coat room and staff room.
- Parking is available along Calder Road.
- Coffee is free to our volunteers. Please use the guest mugs and return your cleaned mug to the cupboard.
- Be aware and ask about our school procedures regarding life threatening allergies.
- Avoid wearing strong smelling fragrances as we have students and staff who have sensitivities to chemicals and perfumes.
- Cell phones should be turned off and not used during volunteer time.
- Be warm and friendly, showing an interest in what the students are doing.
- When working with students, encourage them to do their own thinking, giving them plenty of time to answer.
- Maintain a sense of humour.
- If your child is attending our school, do not use recess or break times to conference with teachers about your child.
- Our children and teachers are looking forward to you coming. If you know you will be away, please inform in advance.
- A volunteer offers praise and encouragement, trying to build caring and supportive rapport
- Volunteers are many things; an extra pair of hands, an “extra measure” of personal warmth, a valuable special resource for classroom enrichment, a bridge between the instructional program and the community. We cannot buy what volunteers give to our school!

## **School Schedule**

Morning supervision begins	8:30
Opening exercises	9:00
Classes	9:00 – 10:40



Nutrition/Activity	10:40 – 11:10
Classes	11:10 – 12:50
Nutrition/Activity	12:50 – 1:45
Classes	1:45 – 3:30



## Volunteer Confirmation Form

I, \_\_\_\_\_ confirm that I have completed an orientation on volunteering in Lord Selkirk School Division.

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date