



## **Seaside Park Elementary School Volunteer Information**

Thank you for your interest in volunteering at Seaside Park Elementary School. Volunteers contribute greatly to the success of our students. We value each one of our volunteers and the time they dedicate to make our school a better place. To follow you will find information regarding what the Department of Education requires to be a volunteer in our school.

**Protection of Pupils Policy:** You are required to read Policy 701 and complete the accompanying questionnaire. Department of Education "Policy 701 for the Protection of Pupils" and the required questionnaire can be found online:

<https://www2.gnb.ca/content/dam/gnb/Departments/ed/pdf/K12/policies-politiques/e/701A.pdf>

<http://701.nbed.nb.ca/questionnaire-e.asp>

You can easily complete the questionnaire at home and print off your answers if you have a printer. Alternatively, a hard copy of the questionnaire can be provided to you. **If you choose to complete it online, please be aware that at the end, the "submit" button simply calculates your answers, it does not actually submit the completed questionnaire anywhere.** You are then required to print the completed questionnaire and provide to Krista Turnbull, Community Schools Coordinator for Seaside Park Elementary ([krista.turnbull@nbed.nb.ca](mailto:krista.turnbull@nbed.nb.ca) or 721-7314).

**Criminal Record/Vulnerable Sector Check:** You are required by the Department of Education to obtain a criminal record/vulnerable sector check from your local law enforcement agency, in the community in which you reside. Please make sure you take the attached form from the District with you when you request your checks.

If you have had a criminal record/vulnerable sector check completed **within the past 6 months** and can provide it to the school - you are not required to have another one completed.

All volunteers are required to have their criminal record/vulnerable sector checks updated every 5 years.

Once you have completed the Policy 701 questionnaire and criminal record/vulnerable sector checks, please send them to school, to the attention of Mrs. Turnbull. Should you have any questions, please do not hesitate to contact her at 721-7314 or [krista.turnbull@nbed.nb.ca](mailto:krista.turnbull@nbed.nb.ca)

**IMPORTANT:** Many law enforcement agencies have recently made a move to printing on security paper. If you need to keep your original, you will be required to present it to us first, and we can then make a copy for our records and give you back the original. We are unable to accept emailed copies due to this security feature.

Thank you.

**Again, thank you for your interest in volunteering at Seaside Park Elementary School.**

# CRIMINAL RECORD/VULNERABLE SECTOR CHECK FOR VOLUNTEERS

**Clearance letters must be obtained from the law enforcement agency in the community in which you reside.**

## RESIDENTS OF THE CITY OF SAINT JOHN

**Where:** 1 Peel Plaza – Front Desk - 648-3200  
**Requirements:** 2 pieces of Government issued ID – 1 with photo and if no SJ address on these IDs, you will need proof of SJ address (a piece of mail, etc.) name, date of birth must be indicated.  
Form from School District requesting clearance (following)  
**Hours of operation:** In Person (Monday – Fri between 8:00 – 4:30 )  
Applications can be completed online – 24 hours a day or in person (Monday-Friday 8-4:30pm)  
<https://www.policereliefsolutions.ca/checks/services/saintjohn/index.php>  
You will be able to pick up the clearance in 10 business days.  
**Cost:** **Volunteer fee \$10.00 cash, debit or credit card.**

## RESIDENTS OF ROTHESAY/QUISPAMIS

**Where:** Kennebecasis Regional Police in Quispamis – 847-6300  
**Applications are completed entirely online – 24 hours a day**  
[Police Record Check – KENNEBECASIS \(kennebecasisregionalpolice.com\)](http://www.kennebecasisregionalpolice.com)  
Police Vulnerable Sector Check  
**Requirements:** Your documents will be mailed to you in a confidential envelope within 10 business days  
Driver's License & (1 other piece – Medicare/Social Insurance/Passport etc.)  
Form from School District requesting clearance (following)  
**Cost:** **Volunteers \$15.00** (processed online)

## RESIDENTS OF HAMPTON, NORTON, ETC.

**Where:** RCMP Detachment 530 Main St., Hampton - 832-5566  
**Requirements:** 2 pieces of I.D.:

- Photo – ID (Driver's License or Service NB identification)
- Government issued ID (Birth Certificate or Medicare or Passport)

Form from School District requesting clearance (following)  
You must go to the detachment in person to drop off & pick up clearance.  
**Hours of operation:** Monday, Tuesday, Thursday, Friday between 8AM and 4PM, closed everyday between 12:30 and 1:30  
**Cost:** \$0 – You will be able to pick up the clearance right away or the next day.  
If you require fingerprinting, there is a \$25 charge.

## RESIDENTS OF GRAND BAY-WESTFIELD/ KINGSTON PENINSULA/HOYT/CLARENDON

**Where:** RCMP Detachment 21 Chestnut Drive, Grand Bay-Westfield 757-1020  
**Requirements:** 2 pieces of I.D.:

- Photo – ID (Driver's License or Service NB identification)
- Government issued ID (Birth Certificate or Medicare or Passport) – photo, birthdate and address necessary.

Form from School District requesting clearance (following)  
You must go to the detachment in person to drop off & pick-up clearance.  
**Hours of operation:** Wednesday 9:00AM-12:30 PM and 1:30-3:00  
**Cost:** \$0 You will be able to pick up the clearance in 5 business days  
If you require fingerprinting, there is a \$25 charge.

## RESIDENTS OF SUSSEX

**Where:** RCMP Detachment 43 Leonard Drive, Sussex 506-433-7700  
**Requirements:** 2 pieces of I.D.:

- Photo – ID (Driver's License or Service NB identification)
- Government issued ID (Birth Certificate or Medicare or Passport) – photo, birthdate and address necessary.

Form from School District requesting clearance (following)  
You must go to the detachment in person to drop off & pick up clearance.  
**Hours of operation:** Monday-Friday 8:30-3:30, (open during lunch)  
**Cost:** \$0 You will be able to pick up the clearance in 5 business days  
If you require fingerprinting, there is a \$25 charge.



# ANGLOPHONE SOUTH SCHOOL DISTRICT

OFFICE OF THE SUPERINTENDENT  
490 Woodward Avenue - Saint John, New Brunswick E2K 5N3  
Telephone: (506) 658-5300 - Fax: (506) 658-5399 - [www.asd-s.nbed.nb.ca](http://www.asd-s.nbed.nb.ca)

## CONSENT FOR CRIMINAL & VULNERABLE SECTOR RECORD CHECKS

Pursuant to Policy 701 of the Department of Education and Early Childhood Development, Anglophone South School District has established procedures to ensure appropriate reference checks are carried out for all persons associated with the school system who have unsupervised access to children. This reference check includes requesting applicants to document criminal record convictions.

**You are required to take this form to your local police station to have a:**

- Criminal Record Check completed
  - Vulnerable Sector Check completed
- Employee  Volunteer

Description of the paid or volunteer position: \_\_\_\_\_

Age(s) of the children or vulnerable person(s): \_\_\_\_\_

### PERSONAL INFORMATION

Given Name _____	Middle Name _____	Last Name (and maiden name if applicable) _____
Place of Birth (Town/City, Province) _____	Date of birth (d/m/y) _____	Male <input type="checkbox"/> Female <input type="checkbox"/>
Social Insurance Number _____	Home Phone _____	
Current Address: _____		
Previous Addresses, if any, within the last 5 years: _____		
Have you ever been convicted of a Criminal Offence for which you have not received a full pardon? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Description of offence: _____		

**Note: for this request to be valid, all information must be completed and returned after checks are done**

**Individuals may not be considered for employment or to fill a volunteer role if:**

- a) There are previous convictions for violent crimes or crimes against children
- b) There are previous charges related to violent crimes or crimes against children that did not result in conviction solely as a result of documented technical reasons.
- c) There are previous convictions under the Criminal Code of Canada.

If you require additional information, please do not hesitate to call Stewart Stanger, Director of Human Resources for Anglophone South School District

Signature of Applicant: \_\_\_\_\_

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

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

Signature of Official  
Anglophone South School District

Revised – May 2019

