



VOLUNTEER SCREENING PROCESS UPDATED JANUARY 2020

If you are interested in becoming a volunteer at your local school, there is a process of screening that must take place. All volunteers must have a minimum of:

- 1. Policy 701 training**
 - 2. Criminal Record Check
Vulnerable Sector Check**
-

1. Policy 701 Training

All volunteers are required to take **Policy 701** training – this is the policy for the protection of children in the school system. You can take this on-line at <http://701.nbed.nb.ca>. Please print the questionnaire results and forward to the school or to whoever is collecting this information.

2. Criminal Record Check/Vulnerable Sector Check

Pursuant to Policy 701 of the Department of Education, 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.

Please Note: the information you will need regarding the appropriate Police station and what you will need in order to obtain your clearance follows. As well, a form from the school district requesting the clearance follows.



CRIMINAL RECORD/VULNERABLE SECTOR CLEARANCE FOR VOLUNTEERS UPDATED JANUARY 2020

Those wishing to volunteer must obtain a Clearance Letter in person from the policing agency of their residence.

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: Monday – Fri drop off between 8:00 – 4:30
• Mon/Tues/Wed drop offs - pick up clearance that Friday 12:00-4:30
• Thurs/Fri drop offs – pick up clearance the following Friday
Cost: **NEW: Volunteers \$10.00**

RESIDENTS OF ROTHESAY/QUISPAMIS

Where: Kennebecasis Regional Police in Quispamis – 126 Millennium Drive - 847-6300
Requirements: Driver's License & (1 other piece – Medicare/Social Insurance/Passport etc.)
Form from School District requesting clearance (following)
Hours of operation: Monday – Friday drop off between 8:30 a.m. – 4:00 p.m.
• Mon/Tues/Wed drop offs - pick up clearance that Friday any time
• Thurs/Fri drop offs – pick up clearance the following Friday
Cost: **NEW: Volunteers \$15.00**

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 – Friday 8:30 – 4:15 p.m. (closed on holidays)
Cost: \$0 – usually you can receive clearance on the same day.

RESIDENTS OF GRAND BAY-WESTFIELD/ KINGSTON PENINSULA/HOYT/CLARENDON/, ETC.

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: Monday – Friday 8:30 – 4:30 p.m., (closed on holidays), but not between 12:30 – 1:30 - sometimes can be issued while you wait
Cost: \$0

RESIDENTS OF SUSSEX

Where: RCMP Detachment 43 Leonard Drive, Sussex
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 – 4:30 p.m., (closed on holidays), but not between 12:30 – 1:30 – sometimes can be issued while you wait, but usually 2-3 business days
Cost: \$0



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

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

Form containing fields for: Given Name, Middle Name, Last Name, Place of Birth, Date of birth, Social Insurance Number, Home Phone, Current Address, Previous Addresses, and a question about criminal convictions.

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 Susan Moffatt, Director of Human Resources for Anglophone South School District

Signature of Applicant: _____

Date: _____

Witness: _____

Signature of Official
Anglophone South School District

Revised - May 2019

