



**VANCOUVER BOARD OF
EDUCATION
GUIDELINES FOR SUPERVISION OF VOLUNTEERS**

(REVISED JUNE 2013)

DEFINITION

A volunteer is identified as an individual who offers to assist school personnel and programs, supplementing employee responsibilities, without expectation of remuneration. At no point is a volunteer required to undertake work normally the responsibility of an employee.

Volunteers may be classroom and library helpers, coaches, drivers and chaperones on field trips, etc. Many of the special programs and activities offered by our schools could not continue without their support and involvement. A large number of volunteers are parents of children in the schools or members of the community and local business people.

Volunteers (whether parents, university students, or individuals from the community) provide invaluable service to students, school staff members and school programs.

The sponsor is the VSB employee working directly with the volunteer. The sponsor is responsible for:

- Liaison with the administrator responsible for overall supervision of volunteers; safety of students; contact with parents; and awareness of and adherence to Board policy.

RATIONALE FOR GUIDELINES

In recent years, there has been a gradual change in the emphasis with regard to volunteerism and consequently there are new areas of involvement for volunteers in our schools. Guidelines are required to provide school administrators and staff members with an appropriate means by which to select, train, monitor and *evaluate regular volunteer help. It is imperative that an appropriate screening mechanism be instituted to safeguard our students and maintain quality contact within our schools. *The term 'evaluate' is used in the sense only of considering the volunteer's contributions and following up, where appropriate, with the administrator if a concern exists. There is no expectation that staff sponsors will engage in any formal or informal evaluative process with respect to volunteers.

RELEVANT SECTIONS OF THE SCHOOL ACT

Parent Volunteers

7.1 Subject to this Act, the regulations and any rules of a board, a parent of a student may provide volunteer service at or for a school.

Board Use of Volunteers

26.1 (1) A board must not use a volunteer to provide services that would result in the displacement of an employee. (2) A provision of a collective agreement between a board and

employees, including a teachers' collective agreement that limits the use of volunteers in a manner other than as described in subsection (1) is void.

RELEVANT BOARD POLICY

KO: Volunteers in Schools

The Board believes that the education of students is a shared responsibility among its employees, parents and members of the community. The active involvement of volunteers has the potential to provide considerable benefit to students and enhance communication and positive relationships between the school and community.

While the Board encourages the use of volunteers in District schools, it expects that the use of volunteers will be subject to all relevant provisions in legislation, including the School Act, (in particular, Section 76,(1), (2)- Conduct), collective agreements and other Board policies such as /GAG- Teaching About Religion.

GUIDING PRINCIPLES

A volunteer program is established to support teachers in completing tasks that are not directly related to teaching. It provides a means of enabling teachers to benefit from the skills, talents and abilities of non-certified members of the community. The school principal or designate is ultimately responsible for monitoring and supervising volunteers. All school related volunteers must be approved in advance by the school principal or designate in consultation with staff involved. In no way should it be construed that teachers are required to utilize volunteers.

SCHOOL PROCEDURES

The following procedures in the screening, orientation, monitoring and appraisal of individuals who volunteer in schools on more than a casual basis are designed to assist school administrators. Procedures have been purposely divided into two sub-sections designated as required procedures and recommended procedures.

1. Screening of Volunteers

Required Procedures:

- Clarify the role of the volunteer
- Outline the role of the staff sponsor
- Explain the reasons for and procedures relating to the requirement of the Criminal Record Check, if applicable (for volunteers who will be working alone with children)
- Confirm candidate is willing and able to undergo the Criminal Record Check before beginning volunteer service at the school, if applicable.

Recommended Procedures:

- Encourage word of mouth referrals and recommendations from school personnel, staff or parents who are known to the school, rather than solicitation from the public.

- Interview prospective volunteers on either a formal or informal basis, together with the staff sponsor, if appropriate.
- Arrange to have a multicultural worker or translator present when interviewing prospective volunteers whose first language is not English.
- Ask prospective volunteers about specific interests and skills they may wish to share with students.

2. Orientation of Volunteers

It is recognized that each school will have unique procedures and features that the Principal and/or Vice-Principal will want to present to volunteers through an orientation process. All or some of these procedures may be delegated to another staff member with that person's agreement.

Required Procedures:

- Acquaint volunteer with school building, practices and procedures, including all emergency procedures.
- Advise volunteers of school and Board policies on Non-discrimination, Sexual Harassment, Smoke-Free Workplace, Reporting Child Abuse and Teaching About Religion (see Appendix A: *Volunteer Conduct Agreement*).
- Advise volunteers of what constitutes appropriate and inappropriate behavior when interacting with students. For consistency of practice, it is important to use the document VBE Guidelines for Adults Interacting with Students, and provide each volunteer with a copy of this document for reference.
- Ask volunteer to sign *VBE Volunteer Conduct Agreement* (see Appendix A: *Volunteer Conduct Agreement* and provide them with a copy of Appendix 8: *VBE Guidelines for Adults Interacting with Students*). Keep signed copy of agreement in school office.
- Inform volunteers that they will not be required at any time to undertake the work that is normally the responsibility of an employee.

Recommended Procedures:

- Parents can be encouraged to provide volunteer services outside of their own child's classroom if such opportunities exist within a school and are deemed appropriate by staff involved.

3. Orientation of Staff

Since the Principal, Vice-Principal(s) and school staff will share the responsibility for the process of implementing school volunteer processes; there are several items that staff members should be advised of through the forum of a brief general staff orientation each school year:

Required Procedures:

- Advise staff that volunteers should not have access to confidential information either written or verbal. This may be a more complex situation when volunteers are working to support resource or ESL teachers. It is imperative that volunteers understand that

the fact that a student is receiving a specialized programming or service is also considered confidential.

- Make it clear that it is the choice of the individual staff member as to whether they wish to sponsor or work with volunteers.

Recommended Procedures:

- Work together with staff to develop site-based practice regarding volunteers.
- Clarify the role of both the staff sponsor and the volunteer.

4. Procedures for Volunteer Entry to the School

Routine procedures provide an opportunity for the Principal and Vice Principal(s) to know who will be in the school building at any given time working with students. A plan for supervision outside of normal school hours should be in place.

Required Procedures:

- Develop and implement an office sign-in system for volunteers
- Issue identification badges to be worn by volunteers while in the building and returned when volunteers sign out of the building. *(It is expected that a degree of discretion will be exercised with respect to this requirement).*
- Ensure that volunteers work under the direction and supervision of a staff sponsor (or administrator where applicable). *It is recognized that varying degrees of supervision will exist depending on the nature of the volunteer activity, but ultimately all volunteers must be supervised by a staff sponsor.*

5. Monitoring and Appraisal of Volunteers

The following are intended to assist with the growth of volunteer skills and foster the development of positive relationships between school staff and the volunteer:

Required Procedures:

- Principals are required to inform the Associate Superintendent – Field Services, of any significant breaches by a volunteer of expectations or policy listed on the *Volunteer Conduct* sheet.

Recommended Procedures:

- Observe, either casually, or more formally, the volunteer at the beginning of the volunteer period.
- Administrators and staff are encouraged to maintain an 'open door' policy and be approachable for volunteers wishing to engage in conversation about their work.
- Administrators are encouraged to be open to staff wishing to speak to them about questions or concerns relating to a volunteer in the school.
- Consider providing opportunities for volunteers to upgrade their knowledge and skills.
- Consider holding a volunteer reception to show appreciation for volunteer contributions to the school.



Vancouver Board of Education

VOLUNTEER CONDUCT AGREEMENT

Dear Volunteer,

Thank you for agreeing to be a volunteer. We appreciate that you are willing to share your time and expertise in our school system. To ensure the safety of all students in our school, we ask that each volunteer review the following Board policies as well as the attached document entitled Guidelines for Adults Interacting with Students. These guidelines apply to all employees and volunteers within the Vancouver School District and are intended to help ensure that your volunteer experience with us will be rewarding and successful for all involved.

Policy AC: Non-discrimination

The Board of School Trustees (the "Board" believes in equitable treatment for all individuals regardless of race, colour, ancestry, ethnic origin, religion, socio-economic status, gender, sexual orientation, physical or mental ability, or political beliefs. The letter and spirit of the Canadian and B. C. Human Rights Acts shall be carefully observed, enforced, and supported, so that all members of the school community may work together in an atmosphere of respect and tolerance for individual differences.

This policy of non-discrimination shall prevail in all matters of instruction and course selection: in employment, promotion, and assignment of staff; in providing access to facilities; in the choice of instructional materials and the provision of career guidance and counselling; and in all matters pertaining to community relations. Specifically, the Board will not tolerate hate crimes and propaganda, and will vigorously enforce policy and regulations dealing with such matters.

Policy ACB: Lesbian, Gay, Bisexual, Transgender, Transsexual, Two-spirit, Questioning

The Board of School Trustees (the "Board" is committed to establishing and maintaining a safe and positive learning environment for all students and employees including those who identify as lesbian, gay, bisexual, transgender, transsexual, two-spirit, or who are questioning their sexual orientation or gender identity. These students and employees, as all students and employees, have the right to learn and work in an environment free of discrimination and harassment. The letter and spirit of the Canadian Charter of Rights and Freedoms, the B. C. Human Rights Acts and the Collective Agreements shall be carefully observed, enforced, and supported, so that all members of the school community may work together in an atmosphere of respect and tolerance for individual differences. Specifically, the Board will not tolerate hate crimes, harassment or discrimination, and will vigorously enforce policy and regulations dealing with such matters.

Policy GBCBA: Sexual Harassment

The Board of School Trustees (the "Board" recognizes and is committed to the right of all employees to work in an environment free from sexual harassment. To this extent, the Board will not tolerate any conduct that could be classified as sexual harassment and will make every reasonable effort to ensure that no employee be subject to such harassment.

Definition: Sexual harassment may be defined as any unwanted sexual attention of a persistent or abusive nature made by a person who knows or ought reasonably to know that such attention is unwanted, or implied or expressed threat of reprisal in the form of actual reprisal or the denial of

opportunity for refusal to comply with a sexually oriented request, or sexually oriented remarks and behaviour which may reasonably be perceived to create a negative psychological and emotional environment for work.

The alleged victim of sexual harassment may be male or female. The harasser may be of the same or opposite sex of the victim. The harasser may be a manager, supervisor, co-worker, or subordinate.

Policy GBEB: A Smoke-Free Working and Learning Environment

The Board of School Trustees (the "Board" is concerned about the health and safety of all its students and staff. The Board is committed to providing a healthy, smoke-free working and learning environment and has declared all its buildings and school grounds as "no-smoking" areas as of 1990 September 01.

The Board also believes that, in the interest of promoting good health practices, non-smoking role-modelling by staff, together with an effective health education program and counselling, will be a significant factor in encouraging non-smoking behaviour in students.

Policy JHG: Reporting Child Abuse

Every person who has reason to believe that a child needs protection under Section 13 of the Child, Family and Community Services Act must promptly report to a child protection social worker.

If an employee suspects that a student has been or is likely to be physically, sexually or emotionally abused or neglected, or otherwise in need of protection under the Act, he/she must follow the district protocols and procedures: Responding to Alleged Abuse and Neglect of Students by Non-VSB Employees. Guidance and clarification can be provided by the employee's supervisor and/or the VBE Abuse Prevention Coordinator.

Policy IGAC: Teaching About Religion

The School Act requires that all schools: "...must be conducted on strictly secular and non-sectarian principles...The highest morality must be inculcated, but no religious dogma or creed is to be taught." The Board of School Trustees (the "Board" subscribes to the principle of secular and non-sectarian public schools and directs that no religious indoctrination of any kind be permitted in the district's schools.

I have read, understand and agree to abide by the Board policies listed above, as well as the expectations contained within the VBE Guidelines for Adults Interacting with Students document provided to me. In addition, I agree to keep confidential any information relating to individual students or staff members that I become privy to during my work as a volunteer. If, at any time, I make a decision that contravenes these expectations, I understand that I may be asked to cease volunteering within the Vancouver School District.

Volunteer Signature: _____, Date: _____

Volunteer Name _____ School/Site: _____

Vancouver Board of Education Guidelines for Adults Interacting with Students

Statement of Purpose

The Vancouver Board of Education is committed to creating a safe and respectful learning environment for students. The purpose of these Guidelines is to clarify and affirm the Vancouver Board of Education's expectations of all adults in interactions with students of the Vancouver school district. For the purpose of this document, "adult" refers to any person working, volunteering or otherwise interacting with students on school grounds or at school activities.

It is expressly recognized that all employee groups are subject to collective agreements, terms and conditions of employment, professional and/or union codes as well as legislation. For example, teachers are regulated by the *School Act*, their Collective Agreement, the BC Teacher Regulation Branch Standards and the BC Teachers' Federation Code of Ethics. These Guidelines do not supersede nor replace such codes/documents and statutory requirements, but rather provide a set of common expectations for adult-student interactions applicable to all employee groups and other adults (i.e. parents and volunteers) who interact and engage with Vancouver school district students.

This document does not address every possible situation or provide an exhaustive review of acceptable and unacceptable conduct. It provides a framework within which the Board expects adults to exercise common sense and good judgment when interacting with students. It endeavours to find a balance between encouraging positive and appropriate interactions between adults and students, and discouraging inappropriate and harmful interactions.

Awareness and understanding of these Guidelines will strengthen a working culture in the Vancouver school district which is already deeply committed to student safety, security and well-being.

Rationale

Students have the right to a safe, caring, orderly school environment, free from discrimination and harm. Students also have the right to a learning environment in which clear expectations of acceptable adult behaviour are held and met.

The "Guidelines for Adults interacting with Students" seek to establish an environment where anyone in the school community feels safe to come forward with concerns of adult misconduct towards students. Strong well-publicized Guidelines will discourage the formation of a code of silence that can become entrenched in school culture, and inform adults, volunteers, parents and students of the behavioural expectations for all adults within the Vancouver school district.

The Adult's Position of Trust and Authority

An adult is not a peer of the students. Adults are in a position of trust and authority in relationship to students and therefore their interactions with students must focus on meeting the needs of the student.

In working with students, adults must take great care that their actions and motivations will not be misinterpreted. The burden of responsibility and accountability rests with the adult. The onus is on the adult to remove him/herself from any physical or verbal contact with students that could lead to the initiation or perception of any form of abuse or

harassment. Personal and Professional Boundaries

Adults must respect each student's right to personal boundaries in all interactions. Some students may be able to tell the adult if they are uncomfortable with the comments or conduct of the adult. Other students may be reluctant to communicate their discomfort due to the adult's position of authority over them. It is the responsibility of the adult to be sensitive to, and respectful of, the personal boundaries of all students whether or not the student communicates discomfort with the interaction.

When interacting with a student, an adult is advised to consider the appropriateness of her/his conduct in relation to such factors as the student's age, developmental level, cultural and educational background.

If a student's behaviour toward an adult is, or appears to be, of a sexual nature, the adult must let the student know the behaviour is inappropriate and not allow it to continue. If an adult has an interaction with a student which is cause for concern he/she should discuss the situation immediately with an administrator, his/her supervisor or associate superintendent. Adults are expected to refer matters beyond their expertise or role to the appropriate district or community resource person.

Acceptable and Unacceptable Behaviour

Adults are expected to behave in a manner that maintains and enhances public trust in the school district and models appropriate behaviours to students. The following examples are not exhaustive but illustrative.

Examples of Acceptable Behaviour are:

- Respectful language, tone and attitude towards students;
- Respect for students' personal/physical boundaries;
- Age-appropriate forms of touching such as comforting a hurt or upset child with a side by side hug or pats on the shoulder or back as positive reinforcement;
- School-related communication with students through the use of VSB email with a copy to the student's parent/guardian, or by telephone through the student's family phone;
- Supporting diversity within the school population (e.g. ethnic groups, gay and lesbian students/families).

Examples of Unacceptable Behaviour are:

- Humiliation of students (e.g. demeaning comments, intimidation);
- Inappropriate touching of students (e.g. massaging, stroking, caressing);
- Physical or Corporal discipline of students (e.g. shoving, hitting);
- Discrimination or harassment prohibited under the B.C. Human Rights Code including that based on race, colour, ancestry, place of origin, religion- family status, socio-economic status, physical or mental disability, sex or sexual orientation;
- Being under the influence of recreational drugs and alcohol while supervising or interacting with students;

- Disrespectful language towards students;
- Sharing or soliciting overly personal/private information;
- Texting or Online communication with students on the adult's personal email or being "friends" on a social networking site;
- Engaging in any sexual behaviour with a student, with or without consent;
- Exposing students to or involving students in, any activities involving staff, volunteer or student nudity;
- Inappropriately disclosing confidential student-related information (beyond a "need-to-know" basis);
- Asking students to keep secrets.

Off-Campus Supervision

An adult must inform an administrator or supervisor of any off-campus outing with an individual or group of students. Volunteers shall be advised of expectations for their roles as supervisors and should understand the regulations outlined in VBE policy.

An adult must be particularly aware of maintaining professional boundaries with students when in more informal settings, such as on field trips. Social activities with students should be confined to school-related activities.

Considerations when Working with Very Young or Special Needs Students

Students with disabilities and very young students are particularly dependent on adults for their safety and well-being. Where possible, an adult should inform a staff member when he/she is going to be alone with a student.

In the course of their work with students who are dependently disabled or physically challenged, adults may be involved in lifting, toileting, assisting in physiotherapy programs, and taking care of students' personal hygiene needs. These activities should be carried out with the utmost respect for the dignity of the student.

Concerns

The "Guidelines for Adults Interacting with Students" are intended to support students, staff, parents and volunteers to safely inform supervisory staff if they have concerns about the safety or security of students and/or witness adult behaviour contrary to these Guidelines.

Where there is concern about adult behaviour or conduct that is inconsistent with these Guidelines, this should be reported to an administrator or associate superintendent. Such reports shall be treated in a confidential manner (with information restricted to a need-to-know basis).

Every adult has a legal responsibility to report suspected or disclosed cases of sexual, physical, emotional abuse or neglect of a student following the VBE Protocols and Procedures.



Vancouver Board of Education Volunteer Coach Requirements

It is recognized that volunteer coaches play an important role in athletics programs in our school district and that the expertise and skill provided is of great benefit to our students.

COACHING

REQUIREMENTS: Elementary

Schools:

Each team must be under the supervision of a teacher or other staff member *approved by the Principal* from the school. A parent and/or volunteer from the school may coach, but a school staff representative approved by the principal must be present at all times. The staff sponsor is ultimately responsible for the conduct of the players, coaches and spectators associated with their team.

Secondary Schools:

Community Coaches working with secondary age (Grades 8-12) students may work with students without the presence of a school district employee under certain conditions:

Community Coach Responsibilities:

- Community coaches must complete the Community Coaches' Application Form* and submit copies to both the Athletic Director and the school Principal.
- The community coach must obtain a Criminal Records Check
- The community coach must be a minimum of 19 years of age in order to be granted full coaching and supervision privileges.
- The community coach must have completed a minimum of Level One (Community Coach Development) of the National Coaching Certification Program, **otherwise a VSB employee must be present at all games.**

School Responsibilities:

- The school Principal and Athletic Director are required to meet with each prospective community coach to discuss school athletic policy and sport philosophy*.
- School are required to provide a school based VBE employee who will assist with team organization and administration
- The school Principal will be responsible for ensuring that an administrator or a VBE designated employee with sufficient authority will be in the school during all home games and that a school or district employee is present during all overnight events.

*Please see Article G – *Rules of Competition and Practice* from the Vancouver Secondary School Athletic Association handbook for further details pertaining to use of volunteer coaches.

COMMUNITY COACH APPLICATION FORM

Name: _____ Date of Birth: _____
 Address: _____ Postal Code: _____
 Telephone: (H) _____ (B) _____ Fax: _____

1) NCCP Coaching Qualifications: NCCP# _____
 Certification Level Theory: _____ Date Completed: _____
 Certification Level Technical: _____ Date Completed: _____
 _____ Date Completed: _____

2) Previous Coaching Experience:
 School System: _____
 Community / Other: _____

3) Coaching Philosophy:

Which sports would you like to coach? and at what level?

Sport(s): _____ Level: _____
 Sport(s): _____ Level: _____

5) Personal History:

- a) Are you currently under probation or suspension from coaching duties within any school or community sport program? Yes No
- b) Have you ever been convicted of a criminal offence? Yes No
- c) Do you have criminal charges pending? Yes No

If yes for 5 a), 5 b) or 5 c), please provide **details**: _____

6) Medical

- a) Do you know of any medical condition that may hamper or affect your ability to carry out coaching activities? Yes No
- b) If yes to 6a), please provide details: _____

7) References

Please provide the names and contact information for three (3)

references: Coaching References:

1) _____
 Name Relationship Telephone
 2) _____
 Name Relationship Telephone

Personal Reference:

1) _____
 Name Relationship Telephone

I hereby give permission to _____ (school) that a Criminal Check *may* be conducted prior to commencing activity with the school.

I hereby certify that the information given is complete and correct.

Name: _____ Signature: _____ Date: _____



VANCOUVER BOARD OF EDUCATION

POLICE RECORD CHECK

It is expected that volunteers who may be supervising students alone without a Board employee present will undergo a Police Records Check (PRC) with the Vancouver Police Department or appropriate RCMP detachment if non-resident of the City of Vancouver.* If a volunteer will not be alone with students and will be under the supervision of a Board employee it is not necessary for the volunteer to undergo a Police Records Check. Administrators are asked to check with their Director of Instruction if they are unsure as to whether a PRC is necessary in a given circumstance.

*Volunteer drivers are not expected to undergo a Police Records Check.

OBTAINING A POLICE RECORD CHECK:

Location - Police Records Checks can be obtained from the Vancouver Police Department at 2120 Cambie St., Vancouver. Service is available from 8:00a.m. to 5:00p.m. seven days per week.

Requirements:

Individuals who require a Police Records Check for volunteer work must be a resident of Vancouver. The applicant is required to attend the Police Detachment at 2120 Cambie in person.

Process:

1. Complete Request and Consent for Records Check and Disclosure Form (see attached or available at <http://vancouver.ca/police/assets/pdf/forms/vpd-form-request-for-records-check.pdf>)
2. Obtain Letter from Requesting Organization from school or district site *(see below)
3. Bring the following to Police Detachment at 2120 Cambie St:
 - Letter from Requesting Organization
 - Proof of Vancouver residency
 - Two pieces of identification, including one with a photo
 - Completed *VPD Request and Consent for Police Record Check and Disclosure form* (see attached)
 - \$25.00 processing fee (cash, debit, credit accepted)
 - A standard size envelope pre-addressed with name and mailing address
4. Once you receive your completed PRC, please provide a copy to the school administrator.**

"Letter from Requesting Organization:

School administrators are asked to provide volunteer applicants with a short letter on school letterhead that includes:

- Applicants name
- Statement that the volunteer will be working with children
- Verification that the applicant is volunteering a service
- Name and title of the school administrator responsible for volunteers

****It is expected that all information provided by a volunteer through the Police Records Check process will be stored in a secure location that protects the privacy of the individual involved. Administrators are asked to provide a copy of the PRC to the school district via their Director of Instruction.**

Volunteers have the right to request return of all copies of their PRC should their volunteer relationship with the school and district cease.



VANCOUVER POLICE DEPARTMENT

REQUEST AND CONSENT FOR POLICE RECORD CHECK AND DISCLOSURE

VPD 500(12)

THIS FORM MUST BE PRESENTED IN PERSON TO THE VANCOUVER POLICE

	Last Name	First Name	Middle Name (s)	
Current name:				
Other Name(s) or Alias				
Maiden				
Gender: <input type="checkbox"/> M <input type="checkbox"/> F	Date of Birth (YYYYMMDD)	Telephone No.:	Driver's Licence No:	
Address (apt., no., street)		City	Province	Postal Code
Previous address if less than 5 years at current address		City	Province	Postal Code
Will you be in position of authority or trust over Children or Vulnerable People? Vulnerable Sector: <input type="checkbox"/> No <input type="checkbox"/> Yes... Sign consent on back of form.		VPD USE ONLY Reduced Fee <input type="checkbox"/> Yes <input type="checkbox"/> No		

I _____ hereby request and authorize the Vancouver Police Department and its employees (referred to collectively as the "V.P.D." hereafter) to investigate the records and information in the possession of the V.P.D., any other policing agency or contained in a court registry database, to determine the existence of any records and information in which I am referred to or which I am the subject of (referred to collectively hereafter as my "personal information"). Note: Youth offender information may only be disclosed directly to the young person or adult requester of the youth information. The *Youth Criminal Justice Act* makes it an offence to disclose young offender information in any other manner, even with the individual's consent. Individual's can, however, disclose their own information.

I agree to submit my fingerprints, if requested by the V.P.D., to assist in verifying my identity or in determining the existence and/or accuracy of my personal information. I understand these prints will be destroyed when process complete. However, I direct and agree that the personal information I am requesting be disclosed, can be investigated and identified by the V.P.D. on the basis of my name and date of birth only. I understand and agree that the V.P.D. cannot and does not guarantee the accuracy of my personal information to be disclosed.

Pursuant to provisions of the *Freedom of Information and Protection of Privacy Act* of British Columbia, I authorize the V.P.D. to disclose my personal information to:

Name of Agency or Organization	Name and Title of Person in Authority for Agency or Organization	Agency Phone No.	
Agency Address (no., street, apt.)	City	Province	Postal Code

_____ day of _____, 20____

Applicant Signature

WAIVER AND RELEASE: In consideration of the Vancouver Police Department's providing the above services in compliance with my request, and by my signature below, I release and forever discharge the Vancouver Police Department, Vancouver Police Board, City of Vancouver, and its employees of and from all manner of lawsuits and legal actions, including but not limited to claims, demands, damages, actions or causes of action arising or to arise by reason of the release of the personal information as I have requested above; notwithstanding that the same may have been contributed to or occasioned by the negligence of the said Vancouver Police Department, Vancouver Police Board, City of Vancouver, and its employees and each of them.

_____ day of _____, 20____

Applicant Signature

Signed in the presence of: VPD Employee: _____

RESULTS OF RECORDS CHECK - VPD USE ONLY		No Record that meets VPD release criteria	See Attached or Item # below
1	Records of criminal convictions for which a pardon has not been granted. This information MAY NOT include criminal convictions by other police agencies that have not yet been entered in CPIC database in Ottawa.	<input type="checkbox"/>	<input type="checkbox"/>
2	Records of outstanding charges pending disposition.	<input type="checkbox"/>	<input type="checkbox"/>
3	Records of all charges regardless of disposition. We do not release Motor Vehicle Act information (violation tickets).	<input type="checkbox"/>	<input type="checkbox"/>
4	Police records, information and details of allegations of criminal conduct or of statutory offences committed or suspected of having been committed, but not charged or confirmed by fingerprints	<input type="checkbox"/>	<input type="checkbox"/>
5	Record (s) of sexual offences for which a pardon has been granted	<input type="checkbox"/>	<input type="checkbox"/>
Details of Item #	For information about our Release Criteria see www.vpd.ca Record Checks FAQ		

COMPLETED BY: _____ DATE: _____
 PUBLIC SERVICE UNIT - VANCOUVER POLICE DEPARTMENT Phone: (604) 717-3044



Please complete the following details about the position you are applying for:

Description of position (What you will be doing)
Details of position including (Who will you be in authority or trust over - MUST include age group):

CONSENT FOR A CRIMINAL RECORD CHECK FOR A SEXUAL OFFENCE FOR WHICH A PARDON HAS BEEN GRANTED OR ISSUED

I, _____
 (Please print full name)

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

CONSENT FOR CPIC SEARCH: (CPIC Form 1) — *This consent is to be used by a person applying to a position with a person or organization responsible for the well-being of one or more children (defined by CRA as being less than 18 years of age) or vulnerable persons (defined by CRA as persons, who because of their age, a disability, or other circumstances, whether temporary or permanent, are in a position of dependence on others or are otherwise at greater risk than the general population of being harmed by persons in a position of authority or trust relative to them), 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 to the Criminal Records Act and has been pardoned.)*

I consent to a search being made in the automated criminal records retrieval system maintained by the Royal Canadian Mounted Police to find out if I have been convicted of, and been granted a pardon for, any of the sexual offences that are listed in the schedule to the Criminal Records Act.

I understand that, as a result of giving this consent, if I am suspected of being the person named in a criminal record for one of the sexual offences listed in the schedule to the Criminal Records Act in respect of which a pardon was granted or issued, that record may be provided by the Commissioner of the Royal Canadian Mounted Police to the Ministry of Public Safety and Emergency Preparedness Canada, 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 the information to me. If I further consent in writing to disclosure of that information to the person or organization requiring verification and referred to on front of the VPD waiver, the information will be disclosed to that person or organization.

 Signature of applicant consenting to search Date

CONSENT TO DISCLOSE: (CPIC Form 2): *This consent is to be used by a person who has consented to a search being made in criminal conviction records by completing the (Consent for Criminal Record check for a Sexual offence for which a Pardon has been Granted) and who wishes to consent to the disclosure of information obtained in that search to the person or organization who requested the search.*

I consent to information contained in a criminal record, found as a result of a criminal record check for a sexual offence for which a pardon has been granted or issued, being disclosed by a police force or other authorized body to the person or organization referred to above to whom or to which I am applying or have applied for a paid or volunteer position.

I understand that as a result of giving this consent, that information will be disclosed by the police force or other authorized body to the person or organization, even though a pardon has been granted or issued for the offence.

 Signature of applicant consenting to search Date

VPD USE ONLY BELOW															
GO #:	Receipt #:			IScreen Map #:											
VERSADEX FIELD REQUIREMENTS AND IDENTIFICATION				CASHIER INFORMATION											
Place of Birth (POB):	Service:	Fee:	Method of Payment:	Payment Received: Note denominations received:											
Place of Entry (POE):	<input type="checkbox"/> PRC	<input type="checkbox"/> \$70.00	<input type="checkbox"/> Cash												
Date of Entry (DOE):	<input type="checkbox"/> REDUCED PRC	<input type="checkbox"/> \$25.00	<input type="checkbox"/> Debit	Change Given: <table border="1" style="font-size: small; width: 100%; text-align: center;"> <tr> <td>Coin</td> <td>5¢</td> <td>10¢</td> <td>20¢</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>				Coin	5¢	10¢	20¢				
Coin	5¢	10¢	20¢												
Ethnicity:	<input type="checkbox"/> Prints	<input type="checkbox"/> \$60.00 <input type="checkbox"/> -\$25.00 ISCRN	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard												
Primary (photo) Govt issue ID type and #:	<input type="checkbox"/> Extra Prints How many sets? _____	<input type="checkbox"/> \$10.00 x sets = \$ _____	<input type="checkbox"/> BA												
Secondary ID type and #:	<input type="checkbox"/> Multi PRC <input type="checkbox"/> VPD <input type="checkbox"/> CPC	<input type="checkbox"/> N/C	<input type="checkbox"/> Cheque or Money Order												
POLICE RECORDS CHECK RESULTS															
Query Type	Queried by	Negative	See Attached	Query Type	Queried by	Negative	See Attached								
CPIC - (QCNI)		<input type="checkbox"/>	<input type="checkbox"/>	Legacy Web RMS		<input type="checkbox"/>	<input type="checkbox"/>								
CPIC (QPERS - FIP)		<input type="checkbox"/>	<input type="checkbox"/>	LEIP/PIP		<input type="checkbox"/>	<input type="checkbox"/>								
CPIC - (QCNI/VS)		<input type="checkbox"/>	<input type="checkbox"/>	PIRS		<input type="checkbox"/>	<input type="checkbox"/>								
Prime/Versadex		<input type="checkbox"/>	<input type="checkbox"/>	JUSTIN - for Disposition		<input type="checkbox"/>	<input type="checkbox"/>								
V/Sector: Has applicant lived outside of BC? DO NOT LEAVE BLANK note N/A or the Province /City(s)/Address NEGATIVE .															