September 4, 2018

To whom it may concern,

King Edward Public School welcomes volunteers.  Whether it’s volunteering at a school event, supervising on field trips, or helping in the classroom, our school wouldn’t be the same without you. Waterloo Region District School Board policy requires that all volunteers working with students must have a valid Police Vulnerable Sector Check.

This police check helps us to ensure the safety of all our students and staff. On the back side of this letter, you’ll find information about what is included and what is not. It can take up to 3 weeks for the police check to be completed, so if you plan to volunteer at an upcoming event, trip or in the classroom during this school year, please apply for and submit your police check to the school as soon as possible.

Police Record Checks can be done online or at the Waterloo Region Police Department at 200 Maple Grove Road in Cambridge. Please note that if you complete the Record Check online, you will still need to go to the police station to pick up your completed police check.

As a volunteer with King Edward Public School a discounted fee of $10 is required when applying for a police record check.

**Please take this letter with you to the Police Department to confirm that you wish to volunteer at our school to receive this discount.**

When you apply, 2 pieces of ID including a government-issued photo ID such as a driver’s license, passport, photo ID card or immigration paperwork with photo must be presented to verify your identification.

A photocopy of your record is required to volunteer and work with children at our school. This copy will be kept in confidence in the school records, accessible by the Principal, Secretary and Waterloo Region District School Board representatives only. Teachers will only be provided with a list of parents and caregivers who have submitted their police check to the school.

Yours Sincerely,

Brian Weigel

Principal

**Information about a Police Vulnerable Sector Check**

**What is it?**

The Police Vulnerable Sector Check is restricted to applicants seeking employment and/or volunteering, in Canada, who are in a position of authority or trust relative to vulnerable individuals.  It is a collection of offence information, including convictions, outstanding warrants, charges and judicial orders available from a local police agency’s records management system and other systems/records where authorized. This check will include sexual offence convictions for which the individual has received a record suspension where authorized by the Minister of Public Safety and Emergency Preparedness.

**This check will include**the following information as the record exists on the date of the search:

1. Criminal convictions from CPIC and/or local databases,
2. Summary convictions for five years, when identified, and
3. Findings of Guilt under the Youth Criminal Justice Act within the applicable disclosure period.
4. Outstanding entries, such as charges and warrants,
5. Absolute and conditional discharges,
6. In exceptional cases, where is meets the Public Safety Assessment, non-conviction dispositions including, but not limited to, Dismissed, Not Guilty, Stayed, Withdrawn,
7. Not Criminally Responsible by Reason of Mental Disorder, and
8. All record suspensions as authorized for release by the Minister of Public Safety.

**This check DOES NOT include:**

1. Convictions under provincial statutes,
2. Local police contact,
3. Ministry of Transportation information (PARIS),
4. Special Interest Police (SIP) category of CPIC,
5. Family Court Restraining Orders,
6. Foreign information,
7. Any reference to incidents involving mental health contact,
8. Diversions,
9. Youth Criminal Justice Act (YCJA) information beyond applicable disclosure period, and
10. Any reference to contagious diseases.

For more information, visit <http://www.wrps.on.ca/records-police-checks/police-record-checks/police-vulnerable-sector-check>