

## **CRIMINAL RECORD CHECKS FOR VOLUNTEERS –(Revised 2021)**

**As a reminder, volunteers who work with children or vulnerable adults are required to have a criminal record check as per the Criminal Records Review Act.**

**Volunteers should not be sent to the RCMP to have a criminal record check done. Our school district is registered with the Criminal Records Review Program (CRRP) and all criminal record checks must go through them. If someone comes to you with an RCMP check, they must complete a new one through CRRP.**

### **Online System**

Volunteers should be encouraged to use the online system which is referred to as the applicant-based online service (eCRC) using the BC Services Card as Electronic Identity Verification (EIV). In order to use EIV volunteers must:

- Be at least 12 years of age on date of application
- Have their identity verified by using their BC Services Card. The BC Services Cards provides secure access to government online services. If volunteers do not have a BC Services Card, an alternative option is available.
- Applicants without a BC Services Card who haven't lived in BC for at least six months or who live outside the province should will need to submit a manual form (see process below for manual forms)
- Have an access code provided by the school district

If the volunteer does not meet the above requirements or for some reason is unable to complete it online, **they will have to fill out a manual consent form** (see process below for manual forms).

Volunteers should be provided with the online link and the access code to the eCRC where they can choose to: 1) request a new criminal record check; or 2) share the results of a previous criminal record check that is still valid (criminal record checks are valid for five years). If a volunteer does not have access to a computer at home, please allow them access at a school computer to complete.

The link is: <https://justice.gov.bc.ca/criminalrecordcheck>

The access code unique to our school district is: **HE2WQFBB7X**

The website link and the access code are case sensitive and must be entered exactly as shown.

Once a volunteer has completed the online criminal record check, they must give you the confirmation number provided at the end so that there is confirmation it has been completed. Please send their name along with the confirmation number to Tracy Ruether. If they have provided you with the confirmation number, they can go ahead and start volunteering.

**Again, if a volunteer is unable to complete the criminal record check online they must come and see you to get a manual form (please see below for changes to the manual form process).**

### **Manual Forms**

Both pages of the form must be completed in full including the check boxes on the first page except for the section titled **Authorized Contact Signature Requirements – Accountability and Acknowledgements.**

Anyone who completes a manual form must contact Tracy Ruether at 250-992-0404 to set up a time to come in to the School Board Office to have their ID verified and the two-page form signed by Tracy as

the authorized contact for the School District. Any manual forms not signed by Tracy will be rejected by CRRP.

To share the results of a previous criminal record check (must have been done through CRRP. RCMP checks will not work). Volunteers should be encouraged to complete these on-line using the same website and access code listed above. If the manual sharing form is completed, the applicant must also contact Tracy Ruether at 250-992-0404 to set up a time to come in to the School Board Office to have their ID verified and the two-page form signed by Tracy as the authorized contact for the School District.

***Manual forms will not be accepted by CRRP that have not been signed and submitted by Tracy Ruether who is the authorized contact person. When Tracy has submitted the manual form to CRRP, the applicant can begin volunteering.***

### **Fingerprinting**

Please explain to each volunteer that if they receive a letter from CRRP requesting them to go to the RCMP for fingerprinting or asking them for more information, they must comply and only have a short period of time to go in before CRRP closes their file. Once their file is closed, they are not clear to volunteer and the whole process will have to start from the beginning.

The reason individuals are asked to be fingerprinted is anyone, including volunteers who work with children and/or vulnerable adults and as part of the criminal record check process also undergo a vulnerable sector check. When a combination of an applicant's name, gender or date of birth are similar to that of a record suspended sex offender, they will be requested to provide fingerprints. Although most people screened will not have a record suspended sexual offence, the process protects against rare but extremely serious situations.

Sometimes CRRP finds a "relevant" or "specified" offence when screening an applicant. The process is mandated by the Criminal Records Review Act and requires the Deputy Registrar of the CRRP to determine whether an individual's criminal record indicates they may be a risk to children and/or vulnerable adults. No specific information relating to the offence(s) is provided to the school district but the school district does receive a letter from CRRP indicating that the applicants file has been forwarded for review and a separate letter is sent to the applicant.

A list of the offences that are reviewed during a criminal record check can be found on CRRP's website at:

<https://www2.gov.bc.ca/gov/content/safety/crime-prevention/criminal-record-check/offences-reviewed>

### **List of Volunteers with Criminal Record Checks**

Secretaries and Principals have access to the list of all volunteers in the district who have completed criminal record checks. Please check this list prior to having a volunteer complete a criminal record check. Criminal Records Checks are valid for all school district sites and volunteers with children at multiple sites are only required to have one completed. To access the spreadsheet:

- go to the "S" or shared drive.
- select "Other locations" and then select "DAO"
- select "Common". Within the "Common" folder you will see the excel spreadsheet called Volunteer - Criminal Record Spreadsheet. The spreadsheet provides the date the clearance letter was issued, the volunteer's name and then

For more information, please see the Criminal Records Review Program's website at:

<https://www2.gov.bc.ca/gov/content/safety/crime-prevention/criminal-record-check>