

Volunteering for Western School Division

We very much appreciate all the volunteers that help out doing various things within our school and around our school!

In order to volunteer at our any of our schools, each person volunteering is required to have a **Criminal Record Check** done as well as a **Child Abuse Registry** Check completed. These can be done free of charge if you pick up the paperwork from the Western School Division office.

This year all staff and volunteers will need to complete the **Respect in Schools Training** (roughly 1.5 hours). This is not optional and will need to be completed BEFORE volunteering in the school.

Here is the link for the training: <https://mbed-school.respectgroupinc.com>

Additionally, any staff or volunteer involved in clubs/groups/sporting activities will also need to complete the Respect in Sport for Activity Leaders Training BEFORE starting any involvement with the club. This goes for anything from running club, to coaching hockey, to makerspace, to chess. Any adult involved in these types of things will need to complete this training prior to beginning the activity.

Here is the link for the training: <https://mbed-sport.respectgroupinc.com>

Once these are completed, you are able to volunteer within the school and/or on school field trips if teachers are requesting volunteers. In order for these checks to stay valid, each year in September, we would ask that you sign a declaration to indicate that nothing has changed since the original checks were completed. These forms are available at the school offices. Once the declaration is signed, you are able to continue to volunteer. These checks will stay current throughout the different schools as your child/ren move over to other schools as long as a declaration is signed each school year.

1. Go to the Western School Division (WSD) office at 4-75 Thornhill Street (Mon. - Fri. from 8:00 a.m. - 5:00 p.m.)

WSD will give you:

1. Letter for Morden Police or RCMP indicating no charge for Criminal Record Check
2. Application form for Child Abuse Registry Check

2. Fill out the Child Abuse Registry Check at the Western School Division office

1. Need 2 forms of government issued ID
2. WSD will submit this form for you at no charge

(City resident) Go to the Morden Police Station

- a. Bring letter from WSD for Criminal Record Check – no fee
- b. 2 forms of government issued ID
- c. Fill out form at Police Station
- d. Indicate that you are volunteering for Western School Division

- e. Morden Police will contact you when it is ready to be picked up
- f. Pick up Criminal Record Check from Police Station (within 1 week) & return it to WSD as soon as possible
- h. You may begin volunteering as soon as the WSD has your Criminal Record Check. There is no need to wait until the Child Abuse Registry Check has been approved. If there are concerns with your Child Abuse Registry, it will be dealt with at the time.
- i. Let your school know you are ready to volunteer.

(RM of STANLEY residents) This now has to be done in person and the RCMP are available for this on Wednesdays (8:00 a.m. – 5:00 p.m.)

- a. The RCMP will ask you a series of questions regarding your personal information, e-mail address, why you need a Criminal Record Check done, etc.
 - i. Have 2 pieces of ID ready
 - ii. Indicate that you have a letter from the WSD office regarding volunteering at school.
- b. RCMP will forward appropriate form to you via e-mail
- c. Fill them out and return via e-mail (with WSD letter of no fee) E-mail address is DMorden@rcmp-grc.gc.ca
- d. Once application has been processed, RCMP will send you another e-mail indicating when it will be ready to be pick-up – return time will depend on your ability to accurately provide information on the form. Morden RCMP Criminal Record Check pick up: Thursdays 9:00 a.m. - 12:00 p.m. and 1:00 - 4:30 p.m. RCMP office 797 Thornhill St. (across from Tim Horton's)
- e. Return Criminal Record Check to WSD as soon as possible
- f. You may begin volunteering as soon as the WSD has your Criminal Record Check. There is no need to wait until the Child Abuse Registry Check has been approved. If there are concerns with your Child Abuse Registry, it will be dealt with at the time.
- g. Let your school know you are ready to volunteer.