

## **Criminal Background Checks (CBC) for Volunteers**

- **In accordance with Board policy, CBC's are now required every three years instead of every year.**
- **The database has been updated to include a column showing the year when the volunteer will need to have another CBC completed.**
- **The HR department will no longer send individual badges to qualified volunteers. School secretaries have ordered permanent badges to be printed through the school photography company.**
- **Volunteers will check in at the building office, sign in and be given the appropriate badge for the day. The volunteers name must appear on the database as having completed a satisfactory CBC in order to accompany a fieldtrip, tutor or to participate in any other function that would allow a volunteer to be alone with a student. Secretaries discussed having the badges numbered so they will know who hasn't returned a badge.**
- **Volunteers do not need to complete a CBC if they are not going to be alone with a student (i.e. reading to a class, helping out in the classroom with the teacher present, etc.)**
- **Principals should coordinate between the school secretary and the clerical assistant who works at the Welcome Desk regarding procedures.**