



Holy Family School
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IMPORTANT - NEW for 2018: Police Checks for the Vulnerable Sector

Dear Parent,

As we start a new school year, it is important that all families are aware of the **updated provincial policy regarding school volunteers**.

As you know, volunteers are the backbone of our school. We are blessed to have a vibrant school council who coordinate many of the volunteer activities at our school. Volunteers are also an integral part of supporting teachers in the classroom, working one-on-one with students, helping on field trips and helping out on special days.

Effective immediately - September 2018, volunteers in the OCSB must complete a vulnerable sector police records check. This includes ALL parents and volunteers working in all capacities in the school, including taking part in field trips, those working with students in school, and those volunteering at events including handing out hot lunches etc.

Please note that there are three types of Criminal Record Checks;

Level 1: Criminal Record Check (CRC)

Level 2: Criminal Record Check and Judicial Matters Check (CRJM)

Level 3: Vulnerable Sector Check (VSC)

Anyone over 18 who wishes to take part in a volunteer opportunity in a school must complete a **Level 3 Vulnerable Sector Check**

There are two options for completing a vulnerable sector check:

1. In person - Details can be found at

<https://www.ottawapolice.ca/en/about-us/In-Person-Police-Record-Checks.asp>

2. Online -Details can be found at <https://olbc.ottawapolice.ca/>

In order to qualify for a free Vulnerable Sector Check, the applicant must have a letter on school letterhead stating that they are seeking a Record Check for volunteering with school-age children. **This letter will waive the fee for the regular service.** For online applications the letter must be a pdf or jpg file format uploaded during the application process. *This note, along with the letter required for submission to the police department is posted on our school website at hfa.ocsb.ca Please note that there is a fee for same-day services which are not covered by the school or by the Board.

If you would like to volunteer in any capacity this year, please return your approved sector check to your child's teacher as soon as you can (even if your child's class field trip is not planned as of yet). If you have more than one child attending Holy Family, please provide the names of all of your children on the sector check form.

If you have any questions, please do not hesitate to contact the school.

Tania Gonsalves - Principal - Holy Family Catholic School

