

Lacombe Upper Elementary School Volunteer Criminal Record Check Procedure

Background:

In Wolf Creek Public Schools (WCPS), we are extremely proud of our school volunteer programs. In order to continue to offer high quality programs in the best interests of students, we must remind everyone that all volunteers who work with students in an unsupervised manner are required to participate in a Criminal Record Check. To support our volunteer programs, WCPS has continued to work with our local police services and our RCMP partners so that members of our volunteer programs can receive their Criminal Record Check at no cost. Volunteers are asked to drop by their local school and pick up a letter verifying their participation in our volunteer program prior to visiting their local police detachment. We sincerely appreciate your efforts on behalf of our students. We would also like to acknowledge the support of our police partners: our RCMP detachments in Ponoka, Red Deer Rural and Rimbey; and the Lacombe Police Service

To volunteer at Lacombe Upper Elementary School a Criminal Record Check is required to be filed with Wolf Creek Public Schools. To obtain a Criminal Record Check please follow the instructions below.

1. Take the volunteer confirmation letter from Lacombe Upper Elementary School *with* picture ID to the Lacombe Police Station during regular business hours, between 8:30 a.m. and 4:30 p.m.
2. Participating detachments have an agreement with Wolf Creek Public Schools to do Criminal Record Checks at no cost to the volunteer.
3. The criminal record check is to be returned to Lacombe Upper Elementary School and will be forwarded to Wolf Creek Public Schools and will be held on file.
4. If an undesirable check is returned please come to the school and discuss with the administration further actions.