



Dear Volunteer:

Thank you for your interest in volunteering at our school. Volunteers strengthen our school community and are much appreciated.

Before you volunteer, in the interest of protecting you and our children, our Diocesan *Safe Environment Policy* requires that you provide a clear criminal record check, complete the *Safe Environment Application*, and undergo training on and read our *Safe Environment Policy*.

Training and Safe Environment Application

Watch the school newsletter and parish bulletin for upcoming training sessions or contact your school secretary.

You will find the *Safe Environment Policy*, the *Safe Environment Application* form and other information on the Diocesan Safe Environment Office web page: <http://www.nelsondiocese.org/diocesan-information/catholic-pastoral-centre-offices/safe-environment.html>

Please submit your *Safe Environment Application* to the school secretary after you have completed the training.

If you complete your criminal record check application before the Safe Environment Application, please tell the school secretary.

Criminal Record Check

The criminal record check can be completed online free-of-charge through the Criminal Records Review Program.

- Web Site: <https://justice.gov.bc.ca/eCRC/>
 - Access Code: 8RJ8BJCMYC (Please do not publicize this access code or provide it to anyone)
- (If the online application fails to work, try using a different internet browser; e.g. if you are using Internet Explorer, use Google Chrome or FireFox instead.)

If your online application is successful, the online system provides you with a confirmation number for your submission.

If your online application is not successful, the online system prompts you to print a criminal record check consent form. Print the form and sign it. Bring the form, along with photo ID to the school secretary, who will verify your ID and submit the form to the Criminal Records Review Program.

If you prefer to submit a manual application or you do not meet the requirements for the online application, please visit the Diocesan Safe Environment web page for information about RCMP criminal record checks (the cost will vary depending on the community).