



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
- attend a Safe Environment Policy Application session (read the *Safe Environment Policy*, complete a *Safe Environment Application*)
- Receive approval from the Diocese Safe Environment Office
- Renew both the Criminal Record Check Application (CRC) and Safe Environment Application (SEA) every five years.

Criminal Record Check

The Criminal Record Check Application is available at the school office and/or at a Safe Environment session for volunteers to complete.

Upon successful application, our Safe Environment Office of the Diocese of Nelson will send confirmation to the school office. The school office will then send an email of confirmation to the applicant providing the applicant has also completed a Safe Environment Application.

A new Criminal Record Check (CRC) must be provided every five years.

Safe Environment Training Application

Attend a Safe Environment Policy Session and complete a Safe Environment Application. Watch the school newsletter and parish bulletin for upcoming training sessions or contact your school.

You will find the *Safe Environment Policy* and other information on the Diocesan Safe Environment Office web page.

A Safe Environment Application (SEA) must also be completed every five years.

Volunteer approval will only be complete upon the school receiving written acknowledgement from our Safe Environment Office of the Diocese of Nelson of both a successful criminal record check and a Safe Environment Application.

