



Volunteers Make a Difference!

We at Sycamore Lane Elementary value the many roles that volunteers play in our school. Parents, guardians, family members and community members who give of their time provide students with enriched learning experiences. As a volunteer, you will also discover the many rewards of helping students achieve their personal best.

Student Safety is Paramount

We recognize our responsibility to ensure that all students attending our school are protected by taking reasonable precautions to screen volunteers who may be working with students without direct supervision of staff. In accordance with HRCE's Student Protection Policy, prior to volunteering at a school within the Halifax Regional Centre for Education, all volunteers **MUST** provide:

1. **Child Abuse Register** - Request for Search Form (available from the school's main office) should be mailed or dropped off directly to the Department of Community Services at the following address:

Child Abuse Register
Department of Community Services
5675 Spring Garden Road, 3rd Floor
PO Box 696
Halifax, NS B3J 2T7

Once the Department of Community Services completes the register search, a document will be returned to your home address. You must submit the document to the school before you can volunteer.

2. **Criminal Records Check with Vulnerable Sector Search** - available from your local Police or RCMP detachment **or** through online organizations endorsed by Nova Scotia law enforcement agencies, such as MyBackCheck.com. Local police agencies will usually request a letter from the school where you will be volunteering. This letter is available from the school's main office. Alternatively, Sycamore Lane Elementary can complete the search through MyBackCheck.com for you. Any costs will be covered by the school.

Important to Note

- the Child Abuse Register Search and Criminal Records Check with VSS must be **issued IN THE THREE MONTHS** preceding volunteering and updated every three years.
- If you choose to use MyBackCheck, please note that the Vulnerable Sector Search (VSS) facilitated through MyBackCheck already includes Canadian Criminal Record Check and Local Police Information Search and is intended for residents living in the communities under the jurisdiction of the Halifax Regional Police and who will be in a direct position of trust or authority over children, the elderly, the disabled, or another vulnerable group.