

Saints of Service - Parent Participation Program

SOS was created to engage and build relationships amongst our SJ families. The opportunities to volunteer are many and quite diverse. Whether you have time to come into the school or prefer to assist from home, you will find areas of interest. Whether you are a gardener, a fixer-upper or have a creative side, there will be lots of opportunities to share your many gifts.

SOS will publish any volunteer opportunities with an email from SignupGenius. SignupGenius is a software tool for volunteer management. SignupGenius will identify the opportunity, the date, time and how many volunteers are required.

SOS can be contacted directly at saintsofservice.sjs@gmail.com

Your time is valued and appreciated. There are many areas that we could use your gifts and talents. To ensure safety and that required protocols are followed each of our volunteers if coming into the School, are required to complete the Health and Safety protocols and provide a Criminal Record check.

COVID 19 Protocol for Volunteers:

CISKD Restart Pandemic Health & Safety Protocols - Parents/Guardians/Caregivers will only be allowed to enter the building if they are healthy, their presence is deemed by the Office as required, and have completed health and safety training modules of the school. They shall practice hand hygiene and maintain physical distancing while in the building. If there is risk of an individual being unable to maintain physical distance, a face mask will be required to proceed onsite and available from the office if the individual does not have their own.

Use the main entrance (or approved designated entrance and exit) to the school if approved to enter the school. Upon entry, sanitize hands at the front door and sign in at the office. Complete health and safety training modules if not already done so prior to being permitted to proceed to the area involved. Wash hands or hand sanitize before leaving the building.

Maintain a 2-metre distance from the office counter when interacting with others when approved to be in the school.

Staff and other adults must assess themselves daily for symptoms of common cold, influenza, or COVID19 prior to entering the school. If any adult is sick, they must not enter the school.

Please find **attached the volunteer safety training document and mandatory modules** that must be completed prior to access to the school. Please review these short videos at home and complete the quiz. Bring the completed quiz with you to the school, where the Health commitment and Assessment of accountability forms are required to be completed.

Criminal Record Check:

A criminal record check is a mandatory requirement to volunteer within the school.

Online access is the quickest means to apply and be approved. **Option 1** may take 3 weeks to be approved. The school office will contact you directly once we receive the record check. **Option 2** is if you have had a criminal record check within the last 5 years, it can be shared with St James School, which would expedite the approval process, by 1 week.

How to access the Criminal record check online?

Online Link: <https://justice.gov.bc.ca/eCRC>

Access Code: **AEXX7WQ6Z9**

Option 1: Request a New Criminal Record Check

To Submit an online request for a criminal record check, you must:

- ▶ Be at least 12 years of age as of today's date.
- ▶ Have your identity verified through the Electronic Identity Verification (**EIV**) process.
Please Note: Not all individuals will be able to use the EIV process and may be required to submit the request for a criminal record check through the manual paper process.
- ▶ Please use a laptop or desktop computer, some applicants have experienced difficulties using a mobile device.

To use the EIV:

- ▶ Failure to pass the EIV twice will lock the user out for up to 72 hours.
- ▶ Individuals must have a minimum Canadian credit history of at least six months.
- ▶ Individuals must have been residing in Canada for two years or longer.
- ▶ Individuals must correctly answer a set of security questions unique to their personal credit history.
- ▶ Must have a current Canadian address. (You cannot enter a foreign address through the online service)

Option 2: Share the Result of a Completed Criminal Record Check

To Submit an online request to share the result of a completed criminal record check:

- ▶ The criminal record check must have been completed within the last 5 years through the Ministry of Public Safety and Solicitor General Criminal Records Review Program. Note: A criminal record check is considered complete once the result of the check has been issued to an organization
- ▶ The request must be for the same type of check as previously completed, either for children, vulnerable adults, or both children and vulnerable adults
- ▶ Have your identity verified through the Electronic Identity Verification (EIV) process.
Please Note: Not all individuals will be able to use the EIV process and may be required to submit the request for a criminal record check through the manual paper process.

To use the EIV: **Please see requirements outlined above.**

Enter the access code provided by your organization. An access code is required to proceed with the online submission: