



Semá:th Elementary NHS

Thank you for your interest in becoming a *Noon-Hour Supervisor* for our school.

The Ministry of Justice regulations require ANY volunteer who comes near or works around children to complete a criminal record check, regardless of the time spent working near or around them. This requirement involves a Criminal Record Search, valid for 5 years, which includes a Vulnerable Sector Search.

Steps to become a Noon-Hour Supervisor:

1. Pick up or request an electronic copy of our school's volunteer package, fill out the required forms and return to our school (forms need to be completed EACH school year).
2. Have your criminal record check processed through our school district (see below).

Criminal Record Check Process:

To obtain a CRC you will need to email criminal.check@abbyschools.ca to request an online CRC application link and include:

- your full name
- if you need an *employee* (for noon-hours supervisors) or a *volunteer* CRC application
- if you have a BC Services Card Account.

If you DO NOT have a BC Services Card Account, you must report to Reception at the School Board office with 2 pieces of ID. If you have an account, you can confirm your identity through your BC Services Card Account.

Please allow 4+ weeks for processing. After this time, please contact our school office to enquire if it has been cleared. Once you receive email confirmation from our school you can start working as a noon-hour supervisor.

If you have any questions regarding this process, please don't hesitate to contact our school.

Jenny Frederick / Administrative Assistant

Semá:th Elementary

Abbotsford School District

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