

Mandatory Checks and Training Volunteers Toolkit



VOLUNTEER CHECK PROCESS

Thank you for supporting our students and schools. This toolkit outlines the screening requirements and processes that help ensure student safety and compliance with divisional expectations. Background checks are required for most volunteer roles, particularly where individuals may be in a position of trust or authority.

To ensure appropriate screening, volunteer roles are grouped by risk level:

SUPERVISED ROLES

- Short-term supervised: One-time or occasional support (e.g., event help)

LIMITED SUPERVISION

- Volunteers working with small groups or supporting activities with indirect supervision

POSITIONS OF TRUST/AUTHORITY

- Coaches, club leaders, field trip supervisors
- Volunteers responsible for student supervision (day trips or overnight trips)

WHO NEEDS BACKGROUND CHECKS

Background checks are required for:

- Volunteers working with students on an ongoing basis
- Volunteers supervising students (e.g., coaches, field trip chaperones)
- Any role involving potential unsupervised access or a position of trust/authority

REQUIRED CHECKS

Depending on the role, volunteers may need:

1. **Child Abuse Registry (CAR) Check** (*required annually*)
2. **Criminal Record Check (CRC)** (*required every two years*)
3. **Vulnerable Sector Check (VSC)** (*required for positions of trust/authority*)

Note: Volunteers must submit their CAR form **each June** to ensure clearance before the next school year. Volunteers must maintain valid, up-to-date clearances to continue participating.

CHILD ABUSE REGISTRY CHECKS

Volunteer Check Process

To maintain a safe and secure environment for students and staff, all employees and volunteers must complete the required background checks in accordance with Division process and provincial regulations.

VOLUNTEERS

Application Process

- Each school office has a *Child Abuse Registry (CAR)* application form available.
- Volunteers must complete and sign the form.
- The completed form is submitted by the school to Human Resources (hard copy).
- Please note that volunteer Child Abuse Registry Checks are exempt from fees under *Manitoba Regulation 16/99, subsection 11.1(2)*, therefore the cost is covered for all Child Abuse Registry checks for volunteers.

CRIMINAL RECORD CHECKS

Winnipeg Police Service (WPS) (for Winnipeg residents)



Steps:

1. Apply online through the Winnipeg Police Service website [Online record checks | City of Winnipeg](#)
 - Choose “Criminal Record Check” (and Vulnerable Sector Check if required)
2. Complete the online application form
- ✓ Select “Volunteer” as the reason if you are volunteering
3. Upload your ID
 - You will need two pieces of valid ID (one must be photo ID)
4. Submit and pay the fee for the check.
5. Receive your results
 - Typically provided electronically (PDF or secure portal)

RCMP Criminal Record Check (for areas outside Winnipeg)



Steps:

1. Visit your local RCMP detachment in person
2. Request a Criminal Record Check
 - Ask for a Vulnerable Sector Check if your role requires it
3. Bring identification
 - Two pieces of ID (one must be photo ID)
4. Complete the form at the detachment
5. Processing
 - Some checks are completed quickly; others may take longer if fingerprints are required
6. Receive your results
 - Usually provided as a paper document or PDF

SUBMITTING YOUR DOCUMENTS

- **All completed checks and training must be submitted to your school secretary as a full package with your application form filled out accurately.**
- Schools do not retain copies
- If checks are provided via an online portal:
 - Volunteers must download the official document (PDF)

Important Rules

- Volunteers **must be cleared before beginning** any role requiring checks
- All volunteers must meet the following screening requirements: new volunteers must have completed all required checks within the past 12 months prior to approval; for current volunteers, the Criminal Record Check (CRC) is valid for two (2) years and the Child Abuse Registry (CAR) check is valid for one (1) year, after which renewal is required to remain eligible.
- No exceptions for roles involving student supervision or trust

- If unsure, volunteers should contact the school office before starting.

Mandatory Checks

All volunteers must complete the following background checks prior to starting work:

- **CR:** Criminal Record Check
- **VS:** Vulnerable Sector Check
- **CAR:** Child Abuse Registry Check

Note: Important Reminders

- Always select “Volunteer” when applying if you are volunteering including if you are a lunch supervisor.
- Make sure you request a Vulnerable Sector Check (VSC) if your role involves supervising students
- Do not share login credentials if your results are accessed online and download the document instead

Completion Prior to Volunteering

- All checks must be completed and received by Human Resources **before the volunteer commences work.**

Reminder: Volunteers are required to maintain up-to-date screening requirements to support student safety. The Child Abuse Registry (CAR) Check must be reviewed annually, and all volunteers are expected to complete and submit a new CAR form each June. This timeline is essential to ensure clearance is received prior to the start of the upcoming school year. In addition, Criminal Record Checks (CRC), including the Vulnerable Sector Search where applicable, must be renewed every two years. Volunteers who do not have current and valid clearances on file will not be permitted to participate in volunteer activities until all requirements are met.

Mandatory Training Requirements

All volunteers are required to complete the following mandatory training before they can begin volunteering in our schools:

- **Accessibility for Manitobans Training (Link on Application Form)**
- **Commit to Kids Training**
- **Respect in Sport for Activity Leaders** (required for volunteers coaching or supervising student athletic activities)

Volunteers can contact their school secretary to obtain access to the SmarterU portal and complete the Commit to Kids training free of charge.

Please note that all employees and volunteers are required to complete the Commit to Kids training every four (4) years to ensure their certification remains current.

Once training has been completed, volunteers must include copies of all training certificates as part of their completed volunteer application package. Please ensure these certificates are submitted to the school along with all other required documentation. Incomplete packages cannot be processed, and volunteer activities cannot begin until all required checks, training, and documentation have been received and approved.

Thank you for your cooperation in helping us maintain a safe and supportive environment for all students.