



How to Volunteer at LeMarchant-St. Thomas School

There are 2 types of criminal record checks required to volunteer at a school:

- 1) **Vulnerable Sector Check with the Criminal Records Check**
- 2) **Child Abuse Registry Check**

Criminal Record Check with the Vulnerable Sector Check:

All volunteers are required to complete a **Criminal Record Check with the Vulnerable Sector Check added**. This is done through our local law enforcement agency (the Police or the RCMP detachment) or online at: <https://secure.tritoncanada.ca/v/public/landing/HalifaxPoliceService/home>

NOTE: Once completed, please forward a copy of the report directly to the school (either to our Administrative Assistant, Jody.kearney@hrce.ca or LMSTS@hrce.ca). The report must be issued within the past six months.

Child Abuse Registry:

The [Department of Community Services](#) has advised that Child Abuse Register Searches can be requested online at the following link: <https://beta.novascotia.ca/apply-child-abuse-register-search> .

Once received, please send along a copy and/or a screenshot of the completed report that clearly shows your name and other identifying details.

LMST



To whom it may concern:

Re: VSS Requirement

This letter is to confirm that employment/volunteering with the Halifax Regional Centre for Education (HRCE) requires the following:

- Satisfactory Criminal Records Check and, for those working in schools, a **Vulnerable Sector Search**

HRCE's Student Protection Policy outlines the Centre's responsibility to take all reasonable measures to ensure the safety and security of all students while under the supervision of staff and volunteers.

Should you require additional information, please contact careers@hrce.ca.

Human Resource Services
Halifax Regional Centre for Education

To be completed by Applicant

I hereby certify that I am applying for the position noted below with the Halifax Regional Centre for Education.

Name (Please Print)

Position with HRCE/ Volunteer

Signature

Date