



JD Hogarth Public School
360 Belsyde Avenue East
Fergus, ON N1M 1Z5

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Re: Volunteers at JD Hogarth Public School

Dear Families,

Thank you for volunteering at JD Hogarth Public School. We love when our students' families are able to get involved - and your children do, too!

Recently trustees have made changes to the UGDSB Volunteer Policy. This will mean that any volunteer that comes into contact with a student will need a Vulnerable Sector Check, including classroom volunteers and those going on field trips.

Applying for a Criminal Record Check including a Vulnerable Sector Screening is easy and free for volunteers! The attached personalized letter may be requested when applying for a Criminal Record Check. You can apply online through the OPP service site <https://www.opp.ca/index.php?id=147&lng=en>

If you already have a check you have completed for another organization (e.g., minor sports, work) and it is dated within the past six months, then you can submit that one to the school instead.

Once you have the completed Vulnerable Sector Screening document, please bring it into the school office or send them in with your child to school. We will then add this information to our central volunteer binder. **You are only required to complete the forms once for the year and criminal record checks are good for five years.** In years when you do not complete a criminal record check you will be asked to sign an offense declaration form in lieu of having a new Criminal Record Check completed.

We are incredibly grateful for our many volunteers. We appreciate the extra work that this will take; however, the safety of our students is our utmost priority.

Should you require further information or assistance with the application please do not hesitate to contact the school.

Sincerely,

Tracy Baker

Principal

JD Hogarth Public School