

Dear Families:

We recognize our responsibility to ensure that all students attending our schools are protected by taking reasonable precautions to screen volunteers who may be working with students without direct supervision of staff. In accordance with HRCE's Student Protection Policy, prior to volunteering with the Halifax Regional School Board, all volunteers will provide:

The Department of Community Services has advised that Child Abuse Register Searches can now be requested online, at the following link: <https://beta.novascotia.ca/apply-child-abuse-register-search>. They will continue to accept paper applications via mail as well. In either case (submitted online or by mail), the confirmation letter will continue to be mailed to the applicant via regular mail. Feel free to share this information with prospective employees.

A certified and true copy of a Criminal Records Check with Vulnerable Sector Check available <https://www.halifax.ca/fire-police/police/criminal-record-check>, from your local Police or RCMP detachment or through online organizations endorsed by Nova Scotia law enforcement agencies. **Please get a letter from MVEC endorsing you as a volunteer before going to the RCMP office.**

Please note: The Child Abuse Register Search and Criminal Records Check must be issued in the three months preceding volunteering and updated every three years.

Interested in being a lunch monitor, or other roles in HRCE?

Interested in working at MVEC as a Lunch Monitor? Please read the Lunch Monitor Job Description and the hiring package included on our site.

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Please take the attached letter to your local detachment for your Criminal Records Check.

For all other roles in HRCE, please register for an myHRCE account, create a resume and complete the New Employee Orientation found there. Be sure to apply for OPA!