



Leslie Frost Public School
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Kim Newman, Vice-Principal

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Darin Parish, Principal

Julie White, Head Secretary

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Police and Vulnerable Sector Check Required For All School Volunteers

September 2022

Dear Parents and Guardians,

Please be aware that any and all volunteers at Leslie Frost Public School will require an up to date and properly completed Police and Vulnerable Sector Check (normally done by the City of Kawartha Lakes Police Service) that is on file at the school. The police and vulnerable sector checks must be:

- the original (a photocopy is not acceptable),
- embossed and signed by the officer who completed the check (the embossment will be circular and can be felt on the paper) and
- have both the police check and the vulnerable sector check completed.

If the school has the required police and vulnerable sector check on file, an affidavit can be signed at the school's office in the presence of an **office staff member within 1 year of its completion**. In the affidavit you swear that you have not been charged with any criminal activities in the past year. The affidavit allows the police and vulnerable sector check to remain in effect for an additional year.

Please do not assume that you have the correct police and vulnerable sector complete and on file at the office. **If you think that you might be volunteering for the school (which includes class trips), you must have the police and vulnerable sector check completed prior to volunteering and should contact Ms. White or Ms. Clarke to ensure that one is on file.** These checks can take several weeks to be completed, so you will want leave to leave sufficient time for the check to be processed.

Our understanding is that the City of Kawartha Lakes Police now charge \$10 for the Vulnerable Sector check regardless of whether the applicant is volunteering at a TLDSB school.

As this is for student safety (and we are following board policy), there will be no exceptions to this policy. If you are going to volunteer for the school, you must have an up to date policy and vulnerable sector check and/or the appropriate affidavit signed and on file.

Sincerely,

Darin Parish
Principal



