



École Westlock Elementary School

Volunteer & Visitor Handbook

Thank you for supporting our school community!

Welcome Volunteers & Visitors

École Westlock Elementary School values the important role that volunteers and visitors play in supporting student learning and well-being. Your time, energy, and involvement help make our school a safe, caring, and engaging place for students.

We appreciate your willingness to be part of our school community!

Signing In at the School Office

For the safety of our students and staff:

- **All visitors and volunteers must report to the school office upon arrival**
 - Please **sign in and sign out** each time you are in the building
 - Wear any visitor identification provided by the office while in the school
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Volunteer & Visitor Requirements

École Westlock Elementary School asks that all Visitors and Volunteers adhere to the division staff standards of behaviour and ethical conduct, while maintaining confidentiality in respect to all information gained through their participation.

Pembina Hills Public Schools (PHPS) requires that **all individuals working or volunteering in schools** complete the following checks:

1. Vulnerable Sector Check (RCMP)

- Must be obtained through your local **RCMP detachment**
 - Required for anyone volunteering or working in the school
 - Processing time may take **several weeks**
 - Use this [RCMP Volunteer Letter](#) to obtain
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2. Intervention Record Check (IRC)

- Completed **online through Alberta Children's Services**
 - Request by emailing:
cs.ircnorthcentral@gov.ab.ca
 - You will receive an electronic form to complete and submit
 - Processing time is typically **3–14 days**
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3. Volunteer Forms (Read and Sign)

- [Volunteers in Schools Ap 40-60](#)
 - [Volunteer Registration and Code of Conduct forms](#)
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Planning Ahead

Because background checks can take time to process, we strongly encourage volunteers to:

- Begin the process **well in advance** of planned volunteering
 - Ask the school to send paper copies of fillable forms
 - Submit all required documentation as early as possible
 - Contact the school office if you need guidance or assistance
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Submitting Your Documentation

Once your checks are complete:

- Submit copies of both the **Vulnerable Sector Check** and **Intervention Record Check** to the **school office**
 - The school will keep documentation on file in accordance with PHPS policies
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Staying Active as a Volunteer

Your checks remain valid **as long as you volunteer at least once per year**.

If there is a gap in volunteering, updated documentation may be required.

Questions or Support

If you have any questions, concerns, or need help with the process, please don't hesitate to contact the school office. We are happy to help! **Thank You!**