

*MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,  
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"*

SECTION 500 – Personnel and Employee Relations

**POLICY 536: POLICE INFORMATION CHECK (PIC) – CHILDREN'S  
SERVICES INTERVENTION RECORD CHECK (CSIRC)**

**BACKGROUND**

All reasonable precautions must be taken to ensure the safety of students, and to reassure parents of the safety and security of their children while in the care of the employees of the Board.

**POLICY**

The Board requires that its employees, practicum students, service providers and regular volunteers provide a Police Information Check (PIC) and Children's Services Intervention Check (CSIRC) which states they have not been involved in activities that would be likely to jeopardize the safety and security of students.

**GUIDELINES**

For the purposes of this policy:

1. A volunteer is defined as a person who assists with school activities on a regular, on-going basis or is supervising students in any capacity on an overnight trip. However, for the purposes of this policy a volunteer will not include the following:
  - 1.1 A parent who assists in the classroom or school.
  - 1.2 A parent who assists with the transportation of students (provided an automobile driver authorization form under Policy 720 – Off-Site Activities, Exhibit 720 E 007 - Automobile Driver Authorization Form is completed)
  - 1.3 A community member who is involved in an educational session on a one-time or irregular basis and where teacher supervision is present.
2. A practicum student is an individual who is enrolled in a post-secondary program provided by an institution which has a practicum agreement with Medicine Hat Public School Division under the supervision of Medicine Public School Division administrators, designates or supervisors.
3. Practices shall be in place to ensure systematic monitoring of all persons likely to be in situations where they are alone with students.
4. This policy will be consistently applied in all Division schools.

5. Implementation of this policy will not deter parents from participating in their children's school activity.

#### ADMINISTRATIVE PROCEDURE

[536 AP 001 – Police Information Check And Children's Services Intervention Record Check](#)

#### REFERENCES

[Policy 720 – Off-Site Activities](#)

[720 E 007 – Automobile Driver Authorization Form](#)

[720 E 013 – Volunteer Registration Form](#)

[720 E 016 – Volunteer Police Information Check and Child Services Intervention Record Check](#)

[720 E 017 – Volunteer Attestation Form](#)

**Approved:** September 7, 2004

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