



Annapolis Valley

REGIONAL SCHOOL BOARD

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Human Resources Department
Fax: (902) 538-4635

CHILD ABUSE REQUEST FOR A SEARCH PROCESS

Employees/Volunteers are required to complete the Child Abuse Register – Request for a Search Form A (available at www.avrsb.ca).

The Child Abuse Registry must be completed every three years. If the date on the Child Abuse Registry information on file at the Human Resources Department is more than three years ago, a new Child Abuse Registry search must be completed.

Employees/Volunteers must mail the completed Child Abuse Form A to the Department of Community Services, PO Box 696, Halifax, NS B3J 2T7 (address is on Form A).

Employees/Volunteers will receive an approval letter (normally 2-6 weeks) directly from the Department of Community Services. Employees/Volunteers must provide a copy of the approval letter immediately upon receipt to the Human Resources Department.

The approval letter may be sent by e-mail to hrclerk@avrsb.ca, fax to 902-538-4635, mail to Human Resources Clerk, Annapolis Valley Regional School Board, PO Box 340, Berwick, NS B0P1E0 or delivered to the AVRSB Regional Office, 3rd Floor, 121 Orchard Street in Berwick.

It is a requirement that this approval letter be received by the Human Resources Department before being approved to work/volunteer at any school/worksite within the AVRSB.

Refer to Board Policy 305.8 for more information (available at www.avrsb.ca).

January 2015