

<b>Section:</b> E	<b>Policy Number:</b> E-003	<b>Approval Date:</b> May 15, 1991
<b>Subject:</b> Police Record Check	<b>Total Pages:</b> 3 + Forms	<b>Revision Date(s):</b> April 15/92; Mar. 18/98; May 17/06; Nov. 15/06; Oct. 19/11; June 20/12; April 17, 2019

### POLICE RECORD CHECK , VULNERABLE SECTOR CHECK POLICY

Community Living-Central Huron is committed to ensuring the safety and well-being of people supported, Staff and volunteers. Therefore, all persons who are offered employment with Community Living-Central Huron, including volunteers who work directly with people the Agency supports, must undergo a Police Record Check, Vulnerable Sector Check (VSC), prior to assuming their duties. Community Living-Central Huron also provides a service on behalf of individuals, families and/or care givers, therefore requires potential contract workers to obtain a favourable Police Record Check, Vulnerable Sector Check prior to their information being shared with individuals, families and/or care givers. To be acceptable, the results of the Police Record Check, Vulnerable Sector Check must be dated within ninety (90) days prior to the date it is received by the Agency.

When the Agency makes an offer of employment or volunteerism, such offers are made conditionally pending a favourable Police Record Check, VSC. Individuals being considered for employment, volunteerism or contract work will be provided with an up-to-date Vulnerable Sector Check form indicating the purpose of the Vulnerable Sector Check and a letter; the letter provides the name of the potential employee, volunteer or contract worker, a brief description of services provided by the Agency and an authorized signature.

It is the responsibility of the potential employee, volunteer or contract worker to deliver/forward the completed Vulnerable Sector Check form, provide acceptable identification and letter to the appropriate Policing Service, ie. OPP, City, Regional Police, RCMP, to the area in which they reside. Potential employees and contract workers will be responsible to pay all fees to obtain the Police Record Check, VSC; presently there is no fee for volunteers. The Huron OPP Detachment will only perform Police Record Checks, VSC for persons residing within the County of Huron and completed Checks will only be released to the applicant. Information received from potential contract workers is not shared with individuals, families or care givers until a favourable Police Record Check, VSC is received by the Agency.

The Executive Director and the relevant Coordinator, or designate will use their judgement in determining whether or not a criminal record warrants the disqualification of any applicant, volunteer or contract worker from providing service. Individuals with outstanding Criminal Code convictions or charges pending for certain offenses will not be accepted by this Agency. These offenses may include but are not limited to: physical or sexual assault; current prohibitions or probation orders forbidding the individual to have contact with children under the age of 14; offenses under the Child and Family Services Act relating to abuse of children; outstanding convictions or charges pending for any offense deemed violent, theft and outstanding convictions or charges pending for criminal driving offenses, including but not limited to impaired driving.

Student volunteers who become involved with Community Living-Central Huron through programs sponsored by the local Boards of Education will not be required to undergo a Police Record Check if under the age of eighteen years. University or Community College Co-op Students who work directly with people supported must undergo a Police Record Check, Vulnerable Sector Check.

**\*Note: Acceptable forms of identification include:**

Photo: Driver's Licence; BYID (issued by LCBO); Military Employment Card; Canadian Citizenship Card; Indian Status Card; Passport; Permanent Resident Card; PAL - Possession & Acquisition Licence; CNIB Card; Ontario Photo ID Card (Issued by MTO); NEXUS Card; FAST Pass; and Photo Student Card (for aged 15 and under only).

Non-Photo: Birth Certificate; Baptismal Certificate; Hunting Licence; Outdoors Card; Canadian Blood Donor Card; and, Immigration Papers.

Health Cards and Social Insurance Number Cards (SIN) are not acceptable for identification purposes.

**Related Policies:**

- Vision, Mission and Service Principles (A-001)
- Confidentiality (A-003)
- Privacy (A-004)
- Interpretation (B-001)
- Press and Media Releases (B-002)
- Community Involvement (B-004)
- Social Media and Agency Equipment Usage Policy (B-006)
- Volunteer (B-007)
- Purchasing and Credit Policy (B-008)
- Accessibility Policy (B-009)
- Duty of Care Policy (B-010)
- Code of Conduct (B-011)
- Individual Welfare/Rights (C-001)
- Behavioural Support Policy (C-002)
- Complaint/Feedback Policy and Procedures for Persons Supported (C-003)
- Abuse (C-004)
- Use of Physical Restraints (C-005)
- Serious Occurrence (C-006)
- Communication Book (C-007)
- Finances of People Supported (C-008)
- Individual Support Policy for Persons Receiving Support (C-009)
- Pet Ownership, Visiting Pets and Service Animals (C-010)
- Orientation for People Supported (C-011)
- Medical Care for Persons Supported Policy (C-012)
- Inventory, Personal Belongings of Persons Supported (C-013)
- Bathing and Showering Supervision of Persons Supported Policy (C-014)
- Persons Supported Food and Nutrition Policy (C-015)
- Relationship with Law Enforcement Agencies (C-017)
- Health and Safety Policy Statement (D-001)
- Medication Policy Statement (D-002)
- Emergency Policy (D-003)
- Bullying, Harassment and Workplace Violence Policy and Procedures (D-007)
- Hazard/Risk Policy and Procedures (D-014)
- Health and Safety Orientation Policy (D-015)
- Location Health and Safety Representatives Policy (D-016)
- General Policy No. 2 (E-001)
- Hiring Policy (E-002)
- Employee Records Policy (E-004)
- Employee and Volunteer Orientation Policy (E-005)

- Employee Performance Standards (E-011)
- Sexual Harassment Policy (E-013)
- Work References (E-014)
- Record Retention and Archives (E-018)

