


Centennial Infant and Child Centre

CATEGORY:	Policies and Procedures	DATE:	June 2010
SUBJECT:	Police Check Policy	REVISED:	July 22, 2015
APPROVED BY:	Barb Hannah, Executive Director		
UPDATED:	October 28, 2016		

A criminal reference check that includes a vulnerable sector search is required before employment commences (the Centre may hire an individual pending police check). Centennial will pay the fee for the police check for employees. If there are any problems identified with the police check, specifically (1) a criminal record; (2) admission of abuse against children; (3) pardoned convictions of abuse; or (4) suspect data involving children, Centennial would discontinue employment. Educational verification is also a prerequisite of employment.

Volunteers (Board members are in the Volunteer category) are also required to have a criminal reference check and vulnerable sector search. Board members and volunteers are responsible for this cost.

Vulnerable Sector Check:

This check is intended for individuals seeking employment, volunteer positions or student internships who will be in a position of authority or trust with individuals considered "vulnerable". This check will collect information for criminal offenses that include: convictions, outstanding warrants, charges, judicial orders and sexual offence convictions.

Definitions:

A "vulnerable person" is defined as:

All children who are less than 18 years of age, AND/OR persons who, because of their age, a disability or other circumstances, whether temporary or permanent:

- Are in a position of dependence on other; and/or,
- Are otherwise at a greater risk than the general population of being harmed by persons in a position of authority or trust relative to them.

An "Offence Declaration" is defined as:


A declaration written and signed by an individual listing all convictions for offences under the criminal code, if any, during the period of time specified on the declaration.

Vulnerable Sector Check:

The Criminal/ Vulnerable Sector Check will include the following information as it exists at the time of the search:

- Criminal convictions from Canadian Police Information Centre (CPIC) and/or local databases;
- Findings of Guilt under the Youth Criminal Justice Act within the applicable disclosure period;
- Outstanding entries, such as charges and warrants, judicial orders, Peace Bonds; Probation and Prohibition Orders.
- Absolute and conditional discharges for 1 or 3 years respectively;
- Disposition of Not Criminally Responsible by Reason of Mental Disorder.

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Criminal/Vulnerable Sector Checks must be completed by the police service or local jurisdiction where the applicant resides.

The Criminal/Vulnerable Sector Check is an agency request. To be completed, CICC will provide a letter explaining that the applicant needs a Police Vulnerable Sector Check completed.

All Centennial Infant and Child Centre's Staff, Volunteers and Internship Students must have a current, valid copy of their Vulnerable Sector Screening check on file at CICC before their employment, volunteer commitment or internship begins. (A photo copy of a check is permitted)

- A valid Vulnerable Sector Screening check must have been completed within the past 6 months from the time the staff, volunteer or internship student begins working at CICC.
- Vulnerable Sector Checks on file must be renewed every 5 years. CICC will cover the cost for the checks for staff. Volunteers and internship students are responsible for covering the costs of the check.

Offence Declaration:

An Offence Declaration must be obtained from each staff, volunteer and student intern in every calendar year except the year in which the vulnerable sector check was obtained. Each offence declaration must be provided within 15 days of the anniversary date of the previous offence declaration or vulnerable sector check.

Exceptions:


A person who has not provided a vulnerable sector check before they start their employment, volunteer commitment or student internship may do so if,

- They have applied for the vulnerable sector check and have not yet received it.
- Individuals 18 years of age or under are not required to provide or obtain a vulnerable police check. They are also not required to provide an offence declaration.
- If an individual turns 19 while volunteering or working on a student internship at CICC, they must immediately apply for a vulnerable police check immediately after their 18th birthday.
- If an individual who is 19 years of age or older starts work at CICC without a current valid vulnerable sector check, they must submit an offence declaration for their CICC file in addition to completing and submitting an application for a vulnerable police check
- CICC will put additional measures in place to protect the children who interact with the person until the vulnerable sector check is obtained.
- An offence declaration must be completed and put in the individuals file.

Break in Employment or Leaves

If a staff, volunteer or student intern terminates their work at CICC for more than 6 months a new vulnerable sector check must be provided by the individual. This includes maternity leaves.

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If the staff, volunteer or student intern terminates their work at CICC for less than 6 months they must provide an offense declaration before the relationship resumes. This includes maternity leaves.

Confidentiality:

A dated memo will be written for each staff, volunteer or student intern file stating that a vulnerable sector check and/or an offence declaration has been received. Memos will be kept in personal CICC files in a locked cabinet. All vulnerable sector checks and/ or an offence declaration will be kept in a separate file in a locked cabinet.

Transition:

All staff and volunteers who have vulnerable sector checks on file that are more than 5 years old must apply for a new vulnerable sector check by **September 30, 2015**.

Procedure

- All CICC staff, board members, volunteers and internship students must provide a valid **vulnerable sector check** when starting work at CICC. See policy for what is considered a valid vulnerable sector check and exceptions.
- CICC will provide each individual with a letter to submit with their application for vulnerable sector check which explains that the applicant needs a Police Vulnerable Sector Check completed.
- All CICC staff, board members, volunteers and internship students must provide an offence declaration annually, except the year a vulnerable sector check is obtained.
- All staff, board members and volunteers must apply for a vulnerable sector check every 5 years while employed or volunteering at CICC. If employment is terminated for any reason for more than 6 months a new vulnerable sector check must be applied for. If leave is less than 6 months individuals must provide an offence declaration.
- All vulnerable sector checks and offence declarations will be kept in a secure cabinet separate from their personal file.