



Criminal Record Check Vulnerable Sector Check and Offense Declaration Policy

In keeping with both the requirements mandated by the Ministry of Community and Social Services, and with the philosophy of Waterloo Co-operative Preschool for providing a safe and healthy environment for children, the following are guidelines for acquiring, presenting, recording and accepting Police Records Checks. Police Records Checks are mandatory for those providing direct and indirect service to the students of the preschool. This includes all parent volunteers (classroom volunteers), members of the Board of Directors, permanent staff, supply staff, support staff, and field placement students.

All field placement students, staff, and parent volunteers must obtain a criminal record check (CRC) including vulnerable sector check (VSC) before beginning their placement, with the record check being less than 6 months old. If there is a break in service (excluding holidays), a new VSC must be obtained before they can return to work/volunteer. A Vulnerable Sector Check is not required for staff and volunteers less than 18 years of age. A Criminal Record Check is acceptable in this case. A Vulnerable Sector Check is required within one month of a volunteer or staff member becoming 18 years of age.

If a field placement student or classroom volunteer has requested a VSC but has not yet received it, the following measures will be put into place:

- They must send a receipt to the Supervisor to prove the VSC has been requested within 24 hours of submitting the request
- The field placement student or classroom volunteer must not be left alone with the children

All Board of Directors are required to produce an initial declaration stating they do not have a criminal record, sign a confidentiality form and provide an original CRC not older than 6 months within 10 days of being voted in. If a VSC is not obtained, then a Declaration of Non-Interaction form needs to be signed stating that the individual will not interact with children, and they acknowledge that they will obtain a full Vulnerable Sector Check before they have any interaction with children. The Supervisor then uploads this information into the Child Care Licensing System (CCLS) per licensing requirements. If a police check cannot be obtained within 10 days, a receipt must be provided and Section A of the Confirmation of Non-Interaction Form signed. Once the record check has been obtained, the Board Member and the Supervisor must sign Section B of the Confirmation of Non-Interaction Form and the Supervisor must upload again into CCLS.

Offense Declarations

A Criminal Record Check or Vulnerable Sector Check is valid for 5 years of continuous service at Waterloo Co-operative Preschool. Maternity leave and summer holidays are not considered

breaks in service. In the years that a VSC is not required, individuals must sign an Offence Declaration. An Offence Declaration is a written declaration signed by an individual that lists all of the individual's convictions for offences under the Criminal Code (Canada), if any, during that period of time. The Offence Declaration is to be dated no later than 15 days after the anniversary date of the previous Offence Declaration or Vulnerable Sector Check, whichever is most recent.

If a volunteer or staff member is convicted of an offence under the Criminal Code an Offence Declaration must be provided to Waterloo Co-operative Preschool as soon as reasonably possible.

Obtaining a Police Records Check

You can obtain your CRC and VSC:

- Online at <https://recordcheck.wrps.on.ca>. A credit card is required. Ensure you select Vulnerable Sector Check if you will have any contact with children. Wait time depends on the volume of requests, **usually between 3 and 4 weeks**. You may need to go to a police station if any additional documentation is required.
- If you live outside Waterloo Region you will have to go to your local regional police.

If you are applying for a vulnerable sector check, you will need to indicate that you will be working directly with children and are associated with Waterloo Co-operative Preschool (using the provided volunteer letter).

You will receive a confirmation email with your receipt. Once the check is complete, you will receive the report via email. The applicants are responsible for any cost associated with this procedure.

EXEMPTIONS:

If there are exemptions in place we should continue to rely on police record checks and other screening measures, such as reference checks, the College of Early Childhood Educators website, the Ontario College of Teachers website, and the online Registry of Child Care Violations.

Remitting a Police Records Check

Within 10 days of becoming a staff, Board Member, or classroom volunteer, the staff or member will send a PDF copy to the Supervisor (for staff), Membership Officer (for volunteer), Administrator (for board member), who will determine and record the status as either ACCEPTABLE or NOT ACCEPTABLE. If it is determined that a Police Records Check would render a Board Member, classroom volunteer, or staff's status "UNACCEPTABLE", a decision on if the individual can participate at WCP and at what capacity will be made by the Preschool representative applicable to the position (mentioned previously) in conjunction with the President.

The original copy of the VSC must be kept on file at Waterloo Co-operative Preschool for all staff. If a copy of a VSC is accepted for a volunteer instead of the original document, the following is then required:

- An Offence Declaration to address the period since the day the VSC was performed. If this period is longer than 6 months then a new VSC is required.
- The original VSC must be sent to the Membership Officer (for volunteers), Administrator (for Board Member) or Supervisor (for staff).

The Criminal Record Check will be kept in a locked file. The Board Members and staff have signed an Oath of Confidentiality to ensure members, volunteers, staff, and supply staff's Police Records Checks remain private.

Criminal record deemed 'Not Acceptable'

A criminal record of any SEXUAL OFFENSES will be deemed to be NOT ACCEPTABLE and that person will not be able to participate at Waterloo Co-operative Preschool in any capacity involving children or serving on the Board of Directors. For parent volunteers, alternate arrangements for participation would need to be made prior to the child's enrolment. If alternate arrangements are not made, WCP reserves the right to deny a family's application. As above, any decision regarding the denial of admission of a child to the school, based on a parent's Police Records Check would be made as a result of consultation between the Administrator, Membership Officer, and the President of the Board of Directors.

Please sign here _____ and date _____

Revised: February 2024 by Britney Stewart (Administrator)

Approved By: Meghan Burns Dolson (Operations Officer) on March 4, 2024

Seconded By: Taylor Marskell (Communications Officer) on March 5, 2024