

Policy: Vulnerable Sector Police Checks

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Approved By:	Board of Directors, Management	Review Date: November 2023
References:	Membership Policy # 14 Screening Policy # 15	

Statement:

The Society of Saint Vincent de Paul Greater Toronto Central Council (hereinafter referred to as Society), in compliance with a policy directive issued by the Ministry of Children Community and Social Services and in compliance with the Archdiocesan screening requirements, shall request a Vulnerable Sector Police Check for all new employees, Vincentians and Volunteers.

It is understood that the Board of Directors may request employees, Vincentians and Volunteers to provide updated Police Checks, or to sign internal vulnerable declarations from time to time, to satisfy screening requirements from funders or legislative bodies.

Procedures:

1. All Employees, Vincentians and Volunteer applicants shall obtain a Vulnerable Sector Police Check to satisfy their application or recommitment to the role of Vincentian, Employee or Volunteer from their local police services. The Executive Director shall act as the Society's designated screening coordinator for purposes of interacting with police services.
2. The Police Services signed waiver form shall remain on file with the Society as required for audit purposes.

3. Results of the Vulnerable Sector Police Check are sent to the individual making the application. Applicants must submit their completed negative check as follows:

Vincentians: Submit to their Conference President

Vincentians who are not in a Conference: Submit to the Executive Director

Volunteers: Submit to Program Managers

Employees: Submit to Program Managers

4. For persons applying for employment, the decision to offer employment shall be reserved until the Vulnerable Sector Police Check has been completed. In situations where there is a pressing need to employ an individual, a conditional offer of employment may be made. Nevertheless, employment shall not commence without the express permission of the Executive Director, and the candidate shall not be allowed unsupervised access to residents, clients or children.

Persons who are conditionally employed as set out above shall provide a copy of the police verified Vulnerable Sector Police Check to the appropriate party within 30 days of the first shift worked. Failure to comply may result in a total or partial suspension of shifts.

Vincentians who are in the process of applying for the Police Check and are awaiting the results, may participate in the activities of their Conference under the direct supervision of an experienced screened Vincentian.

5. Results:

For checks showing negative results:

- Vincentians must present their verified Vulnerable Sector Police Check to their conference president who will submit to the Central Council office. Employees and volunteers must present their verified Vulnerable Sector Police Check to their manager who will submit it to the Executive Director.

For checks showing positive results, the following procedures shall apply:

- If the Vulnerable Sector Police Check proves positive, the candidate may choose to either withdraw their name from consideration for the position or agree to full disclosure of the results of the Vulnerable Sector Police Check at a meeting requested with the Executive Director.
- If the Society wishes to proceed with an offer of position, the Executive Director will be provided with the original, verified document issued by the local police services for review. The Executive Director will then meet with the candidate to discuss the results.

- Particular attention at the time of the meeting shall be given to the nature, seriousness and frequency of the offence(s) as well as the circumstances surrounding the conviction(s). References obtained from past employers, together with other efforts including rehabilitation may also be considered.
- Following the aforementioned meeting, a decision as to whether the offer shall proceed will be reached. For employees and volunteers, program Directors will be notified in writing if the individual has successfully completed the process. For Vincentians, Conference Presidents will be notified when the candidate has successfully completed the process. The nature of the charges will not be discussed outside the team of the Executive Director, and if necessary, a member of the Board without the express approval of the candidate.
- Conference Presidents must not review Vulnerable Sector Police Checks if the check is positive i.e.: the individual has a record or information on their file. Members with positive Vulnerable Sector Police Checks shall be advised to contact the Executive Director if they wish to continue with the application.
- It is understood that the use of information obtained through the Canadian Police Information Computer program regarding Criminal Code convictions does not contravene the provisions of the Ontario Human Rights Code.

All decisions regarding the suitability and placement of volunteers shall be deferred until the completion of the Vulnerable Sector Police Check process.

Following the review of the Vulnerable Sector Police Check which may result in either a positive or negative report, the procedures as set out above concerning employee applicants shall be followed for volunteers.

Local Police Services may notify applicants that they require completion of fingerprinting to complete the process. This may occur when the applicant has the same birthdate as a known offender. Letters exempting the applicant from the fee for service are available from the Central Council office.