



“The Niagara Catholic District School Board, through the charisms of faith, social justice, support and leadership, nurtures an enriching Catholic learning community for all to reach their full potential and become living witnesses of Christ.”

MEMO: Human Resources Memorandum

MEMO TO: All Principals and Site Supervisors

FROM: Frank Iannantuono, Superintendent of Education
Human Resources Department

Glenn Bertollo
Senior Administrator of Human Resources

DATE: June 18, 2013

SUBJECT: **VOLUNTEER VULNERABLE SECTOR BACKGROUND CHECK
PROCESS (2013-2014 SCHOOL YEAR)**

CONTACT(S): Angela Levasseur, Human Resources Administrator

As defined in Board Policy 800.9 Volunteering in Catholic Schools Policy, all volunteers are to obtain an initial vulnerable sector background check prior to commencement of volunteering. Subsequently, volunteers are to complete an annual offence declaration, for as long as they remain a volunteer. To clarify this process, please find below an outline of the steps to be followed, as well as the relevant attachments.

1. Individual sites fill in Part 3 (Contributing Agency) of *Attachment A (Police Criminal Record Check – Police Vulnerable Sector Background Check [hereafter referred to as Attachment A])*, including the site name, address, city and Principal/Site Supervisor name. **Note:** These forms are not on the intranet website and are only fillable if sites have Docuworks.
2. a) Volunteers, as outlined in Board Policy 800.9, must complete *Attachment A*, using *Attachment B (Sample Police Criminal Record Check – Police Vulnerable Sector Background Check [hereafter referred to as Attachment B])* as a guideline, and using *Attachment C (Additional Information Re: Police Record Checks [hereafter referred to as Attachment C])* as an additional reference. **OR**
b) Volunteers provide an **original** vulnerable sector background check (Date of Request must be within 1 year of the current date) from another Police Service. This includes vulnerable sector background checks completed through Ontario Education Services Corporation (OESC) and/or the Wallet Cards provided. Police Criminal Record Checks, also known as ‘short forms’, are not to be accepted.* **OR**
c) Volunteer indicates that they have completed *Attachment A* previously.**
***If option 2 b) is used, please refer to Steps 7 thru 11.**
****If option 2 c) is used, please contact Angela Levasseur to determine if a copy of Attachment A is on file. If no Attachment A is located, the Volunteer is to follow the process beginning at Step 2 a).**
3. a) The Volunteer is provided, by the originating request site, a pre-paid slip to present to the Niagara Regional Police Department, along with completed *Attachment A*. **OR**
b) If a site is out of pre-paid slips, step 4 is completed and the receipt provided to the originating site for reimbursement.
4. The Volunteer brings pre-paid slip and completed *Attachment A* to a Niagara Regional Police Department location.
Note: Completed *Attachment A* forms may be picked-up at a different location than drop-off, however the pick-up location must be recorded on *Attachment A*, as indicated in *Attachment B*.
5. *Attachment A* is processed by the Niagara Regional Police. This process normally takes approximately 2 weeks, however may take longer if the Volunteer/Applicant has a ‘match’ with the Niagara Regional Police database (see *Attachment C*).
6. Volunteer picks up the original *Attachment A* from the Niagara Regional Police. **Note:** Only the Volunteer/Applicant is eligible to pick up the completed form.
7. Volunteer brings original *Attachment A* to the originating request site.
8. The originating request site takes a photocopy of *Attachment A* for their files. **Note:** *Attachment A* must have the Police Services seal imbedded in them, or clearly be an original, to be accepted. OESC Wallet Cards must be signed by the Volunteer to be accepted.
9. Original *Attachment A* is returned to the Volunteer. **The Volunteer is now able to begin volunteering within the site. Note: If attached page(s) accompany Attachment A (Unit 2, Item 4), the Volunteer is not to begin at any site, as the Adjudication process must be completed by the Human Resources Department (see Board Policy 302.6.7).**

10. The originating request site forwards a copy of *Attachment A* to the Human Resources Department, Attention: Angela Levasseur.
11. The Volunteer's name is added to an annual ongoing list of volunteer names to be recorded and kept on file at the originating request site, with a copy of the list being forwarded to the Human Resource Department, Attention: Angela Levasseur.
12. Each year thereafter, preferably at the beginning of a new school year, returning Volunteers who have submitted *Attachment A* are to complete *Attachment D (Offence Declaration)*. The original *Attachment D* is to be kept on file at the originating request site.

The Board is aware that individuals may volunteer at more than one location; where this is the case, EACH location must have a copy of *Attachment A* on file, however the Volunteer is only required to obtain one *Attachment A* for all volunteer placements and the Human Resources Department will maintain one master copy of *Attachment A* on record for that Volunteer.

While this is meant to be a comprehensive guide to the process, should there be any questions regarding the process, or questions regarding any Police Vulnerable Sector Background Checks, please contact Angela Levasseur, Human Resources Department, ext. 270.

/al

Attachments:

- Board Policy 800.9 Volunteering in Catholic Schools Policy
- Board Policy 302.6.7 Safe Schools Criminal Background Check
- Attachment A (Police Criminal Record Check – Police Vulnerable Sector Background Check)*
- Attachment B (Sample Police Criminal Record Check – Police Vulnerable Sector Background Check)*
- Attachment C (Additional Information Re: Police Record Checks)*
- Attachment D (Offence Declaration)*

- c. Administrative Council
Facility Services Department