

## Vulnerable Sector Check Policy

<b>Policy #:</b>	Vulnerable Sector Check	<b>Effective Date:</b>	Sept. 17, 2015
<b>Reviewed Date:</b>	Sept. 16, 2016	<b>Next Review Date:</b>	Sept. 16, 2017

### Purpose:

To provide guidance on how George Brown College School of Early Childhood, Lab School Childcare Centres work to ensure that caregivers have not been convicted of criminal offenses that could call into question the safety of the children or Staff.

### Applicable Law:

- *Child Care and Early Years Act, 2014 (CCEYA)*

### Definitions / Acronyms:

For the purposes of this policy, the following definitions / acronyms apply:

**CCEYA** means Child Care and Early Years Act, 2014

**GBC Lab Schools** means George Brown College , School of Early Childhood, Lab School Childcare Centres

**Vulnerable Sector Check** This process verifies whether an individual has a criminal record, as well as any record suspensions (formerly pardons) for sexual offences and local police records for information relevant to the vulnerable sector check.

**Caregivers** means Staff, volunteers or students holding positions with oversight of children

**Declaration Form** Is the form that is required annually from Staff to re-confirm that their conviction status has not changed.

### Policy:

George Brown College School of Early Childhood is committed to a safe, affordable quality childcare lab school programs. George Brown College will comply with the *Child Care and Early Years Act*, Ministry

## Policy:

of Community and Social Services, Public Health and policies pertaining to George Brown College approved Human Resources policies that align to the OPSEU Collective Agreements.

The ECE Lab Schools are inspected by the Ministry of Education on an ongoing basis and reports are posted. The safety and well-being of the children in the care of School of ECE Lab schools is of primary importance.

Thus, it is the policy of George Brown College School of Early Childhood Lab Schools that all Staff, volunteers, and students are required to complete criminal reference checks as outlined by the CCEYA. This includes vulnerable sector screening, which **must be updated every five years**. This is a new requirement since the *Child Care and Early Years Act* came into effect on August 31<sup>st</sup>, 2015. Therefore, **Staff with Vulnerable Sector Checks older than five years must apply to obtain a new one within 30 days after the legislation comes into force (i.e. prior to September 30<sup>th</sup>, 2015).**

In performing these checks, George Brown College will ensure that applicants for caregivers have not been convicted of criminal offenses that could call into question the safety of the children or Staff.

Therefore, GBC School of Early Childhood will not knowingly offer employment or a position at the childcare Lab Schools (to any person with a record of criminal convictions) for the following types of offenses:

1. Any sexual offense under the Criminal Code of Canada, committed against a child under 16 years of age, such as incest, sexual touching, corrupting children or any other offenses of a similar nature.
2. Sexual exploitation and prostitution.
3. Sexual assault.
4. Trafficking in, or importing for the purposes of trafficking, a narcotic under the Narcotics Control Act or a controlled or restricted drug under the Food and Drug Act.

While any of the above convictions absolutely bar employment or a position at Lab Schools, George Brown College does recognize rehabilitation. Therefore, persons with records of criminal convictions for other types of offenses could be hired, or given a position, where there is no appreciable risk to the safety or security of the children, Staff or daycare property.

In certain circumstances, new Staff, volunteers or students\* can begin working with children before they receive their Vulnerable Sector Check, as long as they apply for it as soon as possible. In these circumstances, an offence declaration form must be filled out by the new Staff, volunteer or student. In addition, they cannot be left alone with the children and therefore a Staff with a valid Vulnerable Sector Check must supervise the new Staff, volunteer, or student until the Manager has received the Vulnerable Sector Check.

\* Please note: Students who are under the age of 18 do not require a Vulnerable Sector Check; however, they should never be left alone with the children.

## **Roles & Responsibilities:**

### **Manager:**

- The Manager is responsible for ensuring that all new Staff have completed a Vulnerable Sector Check prior to beginning their employment with GBC.
- The Manager ensures that all Staff, volunteers and students are aware of the Vulnerable Sector Check policy and are in compliance with it.
- The Manager will make decisions regarding cessation of employment or position pending the results from the Vulnerable Sector Check in consultation with Human Resources Department.
- The Manager with guidance from Human Resources is responsible for safeguarding the privacy of the information in the Vulnerable Sector Check, such that it is only shared with people requiring it to make hiring decisions or to help protect the safety of the childcare Staff and students.

### **Staff:**

- Prospective Staff is responsible for obtaining Vulnerable Sector Checks prior to beginning their employment at GBC Lab Schools.
- Current Staff must provide an up-to-date Vulnerable Sector Check and must ensure that they provide one every five years.
- In year two, three and four following the original VSC, each person will sign an offence declaration within 15 days of the anniversary date of the previous offence declaration, indicating that they have no convictions under the Criminal Code of Canada.

## **Procedure:**

New Staff is required to present a current Vulnerable Sector Check.

The Manager reviews the original VSC; makes two copies and in the presence of the person signs both copies stating that “this is a true copy of the original VSC. One copy is sent to GBC’s central Human Resources Department; the second copy is placed in the Staff file and kept in a secure location.

### **Supply Staff- on call**

A Lab School Manager reviews the original VSC; makes two copies and in the presence of the person signs both copies stating that “this is a true copy of the original VSC. One copy is sent to GBC’s central Human Resources Department; the second copy is placed in one of the lab school office files.

**Post-Secondary students, volunteers and families** (Families assisting on an occasional or recurring basis with child care programming, such as excursions, field trips, etc.)

**Procedure:**

A Lab School Manager reviews the original VSC; makes a copy and in the presence of the person signs the copy stating that “this is a true copy of the original VSC. The copy is kept in the lab school office files.

Revised: July 2017