

Beacon Learning Centre

Criminal Reference Checks – Police Vulnerable Sector Check Policy

All employees, volunteers and students (over 19 years of age) are required to provide an original criminal reference checks called a **(PVSC)**. The director or acting director will photocopy the original PVSC and write on it “True Copy”, along with their initials and date that it must be renewed.

All new teachers and supply teachers are required to provide a PVSC before starting employment at the Beacon Learning Centre.

ECE students are required to provide a PVSC before starting their placements at the Beacon Learning Centre.

All volunteers (over 19 years of age) who work with the children are required to provide a PVSC before interacting with children at the BLC.

High school students (under 18 years old) completing community service hours and co-op placements are not required to provide a criminal reference check or PVSC, but may not be left alone with a child at any time.

If an individual turns 18 years old while in a position at BLC they must provide a statement that discloses every previous finding of guilt under the *Youth and Criminal Justice Act* (Canada), if the person received an adult sentence, one month after the person turns 18 years old.

If an individual turns 19 years old while working/volunteering at BLC the person must apply to obtain a PVSC within one month after they turn 19 years old.

Any PVSC must be dated no earlier than 6 months before the day it is given to the Beacon Learning Centre.

Staff members and volunteers will provide a new PVSC every five years. They will also complete an offence declaration every year (within 15 days of the anniversary date of the previous offence declaration or PVSC). An offence declaration does not need to be completed the year a new PVSC is obtained unless the date of the new PVSC falls after the date of the previous one.

The offence declaration is a written declaration signed by an individual that lists all of the individual’s convictions or offences under the Criminal Code of Canada, if any, during the specified period in the declaration.

The information contained in a PVSC or offence declaration will only be seen by the director or acting director when submitted. To ensure PVSC's have been obtained, the ministry will review upon licensing renewal visits or if otherwise requested. All PVSCs and offence declarations will be stored in the office in the Staff Binder unless an individual requests otherwise.

Information in a vulnerable sector check or offence declaration may be brought to the attention of the Board Chair if an offence(s) is found. The director will use discretion when considering any offence(s) found. If the director deems it appropriate to address the Board with the offence(s) found, they will review and use careful consideration to decide whether further action is necessary. Children's safety is the first priority of the BLC.

No individual shall provide child care if they have been convicted of an offence stated under the *Child Care and Early Years Act 2014*, an offence under sections A-E under the *Criminal Code (Canada)* or any other federal or provincial offence prescribed by the regulations. No individual shall provide child care if they have been found guilty of professional misconduct under the *Early Childhood Educators Act, 2007*, the *Ontario College of Teachers Act, 1996*, the *Social Work and Social Service Work Act, 1998* or another prescribed Act.

A person who has not provided a PVSC may start their employment or volunteer position, or otherwise start interacting with children at BLC if the person applies to obtain a PVSC as soon as reasonably possible and provides proof of the application (i.e. receipt of transaction) or if the length of time required to obtain a PVSC justifies it. In order to protect the children who interact with a person who has not yet obtained their PVSC, all interactions between the person and the children will be supervised and they will not be left alone with the children at any time.

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