



2013 - Volunteers and Police Reference Checks

The Provincial Government enacted legislation (Regulation 521/01) requiring school boards to collect police reference checks on all existing and new employees, and on service providers who come into direct contact with students on a regular basis. Once a record check has been collected under this Regulation, school boards are required to collect, on an annual basis, "Offence Declarations" (*a form to update a person's information on file by declaring any new criminal code convictions*). The intent of the legislation is to ensure that schools and classrooms are safe places for students.

Police Reference Checks for Volunteers

We value the tremendous contributions of our parent and community volunteers who give so much of their time and effort to make our schools better places. While the legislation does not speak specifically to volunteers, it has been our past practice to require police reference checks on a particular group of volunteers who have regular and ongoing contact with students (including community-based coaches working with school teams) - a practice consistent with other community groups such as Girl Guides, Boy Scouts and Hockey Coaches.

Police Reference Checks for Post Secondary Students

Currently OESC is closed.

At this time, all service providers and students completing practicums, MUST have a full disclosure/vulnerable sector screening. The student is required to show the Principal, or designate, their full disclosure/vulnerable sector clearance, or a CPIC and a receipt from a police department stating that a vulnerable sector clearance is in progress. This information must be shared with the Principal and a copy sent to this office.

Volunteers (over age of 18)

There are many other types of volunteers who support schools with their time. In order to promote and support volunteerism in our schools while protecting the safety of students, we ask you to consider your volunteers in one of two categories:

- Volunteers who on a **casual** basis assist from time to time with a variety of activities in a school (*may require a police reference check*)
- Volunteers who on a **regular, scheduled or over night** basis assist with a variety of activities (*because of their ongoing and direct contact with students, these volunteers require a police reference check, vulnerable sector screening*)

Volunteers (under age of 18)

Police reference checks not required.

Please Note: APPLICATIONS FOR ALL EMPLOYEES MUST BE PROCESSED THROUGH THE PRC OFFICE, EMPLOYEE SERVICES

**** Do not send volunteers to Toronto Police****

Cost and Process for Obtaining Volunteer Police Reference Checks

We have arranged with Toronto Police Services for a special rate for volunteer police reference checks of **\$16.95**. **All forms are to be completed at the school and forwarded to the Police Reference Check Office of Employee Services for processing (the volunteer does not report to Police Services).** The police check is done once through the Board. Each year after the volunteer would only need to complete an Offence Declaration.

At the present time, the cost of the police reference check is at the volunteer's expense, although Principals have the discretion to assume the cost from their school budgets when they deem it appropriate.

Information and form can be found on the Principals' website, under staffing – the last few items are PRC related and includes the waiver form which must be printed on legal size paper.

* PLEASE NOTE: All Police Services now send the results directly to the applicant. The volunteer and/or school must send the results to the PRC Office at Fairmeadow Education Centre, 17 Fairmeadow Ave., Room 107, Toronto, M2P 1W6. TDSB Courier route NE.

Returning Volunteers Who Have completed a Police Check (vulnerable sector screening) Through the Board

Volunteers who are returning this year and have already completed the police check with the Board need only complete an Offence Declaration. The school opens the Volunteer Website at <http://tdsbweb/hr/volunteer> and opens the Offence Declaration under the status column. This is not a new police check and there is no cost – it is a form to update the volunteers' police check status.

Existing Police Reference Check Documents

If a volunteer has had a full disclosure/vulnerable sector screening police check done through another agency, within the last 12 months, please contact the Police Reference Check Office.

All police reference checks will be kept centrally in the Police Reference Check Office. Schools will be notified of the status of the Volunteer PRC via the on-line Volunteer Information System (<http://tdsbweb/hr/volunteer>). **For confidentiality reasons schools should not keep copies.**

Summary Chart Regular/Scheduled/On-Going Volunteers (over age 18)

Volunteer Status	Police Check Required	Offence Declaration	Note
NEW	YES	NO	
RETURNING - police check results received by TDSB	NO	YES	Schools can check their volunteers at http://tdsbweb/hr/volunteer
RETURNING – no police check on file with Board	YES	NO	

For assistance, please e-mail Christine.Smith@tdsb.on.ca or call 416-393-0759

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INSTRUCTIONS FOR COMPLETING A POLICE REFERENCE CHECK REQUEST FORM FOR VOLUNTEERS

VOLUNTEERS WHO RESIDE IN THE CITY OF TORONTO

(e.g. Volunteers whose home address postal code begins with "M")

****Please do not send volunteers to Toronto Police Headquarters.****

The school will forward all completed forms to the Police Reference Check Office of Employee Services for processing.

- Please ask the volunteer to fill in the information requested on the legal size "Consent to Disclosure of Personal Information" form, sign and date the form at the bottom.
- 5 years of address must be included (if the applicant has been in Canada for less than 5 years please ensure that they enter the date that they arrived in Canada and the country they emigrated from)
- The Principal (or designate) should witness the signing of the form by the volunteer and fill in the name of the school at the top in the "Volunteer School" box
- A certified cheque or money order made payable to **Toronto Police Services** for **\$16.95** must be attached to the police reference check form (school cheques do not need to be certified).

Please send the completed forms to:

Toronto District School Board
Police Reference Check Office, Employee Services
Fairmeadow Education Centre,
17 Fairmeadow Ave., Room 107,
Toronto, M2P 1W6.
TDSB Courier route NE.

Completion of the application process takes approximately 8-10 weeks.

VOLUNTEERS WHO RESIDE OUTSIDE THE CITY OF TORONTO

(e.g. Volunteers whose home address postal code does not begin with 'M')

Please call the PRC office to find out which police force the person needs to attend according to their home address. The PRC may have specific forms that the potential volunteer may need to take with them to their home police service.

**** All police services will mail the results to the applicants home. The original of this form must be copied and witnessed by the principal or designate and sent to the PRC office, or, the potential volunteer must bring or send the original form to the PRC Office.**

If you experience difficulties printing the attachments please contact Christine Smith at christine.smith@tdsb.on.ca or call (416) 393-0759 for assistance.