

United Counties of Leeds and Grenville
Community and Social Services Division

Ontario Early Years Centre

Criminal Reference Check Policy

Policy No. 1

1. POLICY

The United Counties of Leeds and Grenville recognizes a legal responsibility to protect and act in the best interests of the people for whom we serve and the larger community. The United Counties of Leeds and Grenville Community and Social Services Division will conduct a criminal reference check on all persons considered to perform volunteer duties with the Ontario Early Years Centre in Leeds and Grenville.

2. DEFINITION

Criminal Reference Check:

Consists of information with regards to outstanding charges and/or convictions under the Criminal Records Act of Canada for which a pardon has not been granted, or for which a pardon has subsequently been revoked.

CPIC:

Canadian Police Information Check.

3. CRITERIA

3.1

All persons age 13 and over that apply to volunteer with the Ontario Early Years Centre of Leeds and Grenville will be required to have a criminal reference check completed which must also include a search of the sex offender registry, prior to any volunteer activity commencing.



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3. CRITERIA (continued)

3.2

Volunteer applicants who have a criminal record will not be accepted to participate in the OEYC Volunteer Program.

3.2

The cost (if applicable) of the criminal reference check will be borne by the United Counties of Leeds and Grenville.

3.3

Only an original CPIC will be accepted.

3.4

The United Counties of Leeds and Grenville reserves the right to request further CPIC checks at its discretion and with permission from the volunteer.

3.5

All information surrounding the Criminal Reference Check, including the results will be maintained in accordance with the Municipal Freedom of Information and Protection of Privacy Act and shall be maintained by the Volunteer Co-ordinator.

Procedure

4.1

A standard form letter requesting a CPIC will be provided to the volunteer applicant by the Volunteer Coordinator for the purpose of giving it to the local police department.

4.2

The standard form letter will detail the following:

- Name of the Volunteer Applicant
- Current Address and known previous addresses for the past 12 months of the Volunteer Applicant

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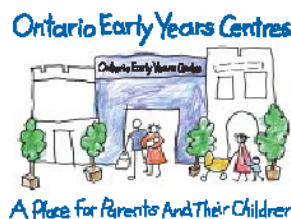
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4.2 (continued)

- Request for a CPIC, including a search of the sex offender registry
- Purpose of the request (i.e. to volunteer in the OEYC)
- Billing information
- Signature of Volunteer Co-ordinator
- Signature of parent or guardian for those volunteer applicants between the ages of 13 to 16

4.3 Completed CPIC is to be returned by the Volunteer applicant and submitted to the Volunteer Co-ordinator.

4.4 All currently active volunteers and volunteer applicants must inform the OEYC Volunteer Co-ordinator if a criminal investigation or charges are pending or underway. The United Counties of Leeds and Grenville reserves the right to terminate volunteer activity based on a current criminal investigation or charges.



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