



Title: Police Record Check Policy	Policy No.:
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1.0 Purpose

The YMCA of Greater Toronto (YMCA) is committed to protecting children and vulnerable people in our care. Police Records Check (PRC) screening confirms that potential employees and volunteers do not have a police record that could potentially make them unsuitable for positions of trust and helps ensure the safety and wellbeing of people who receive YMCA services.

2.0 Persons Affected

This policy applies to all employees, interns (student placements) and candidates for employment and volunteer positions.

3.0 Policy

3.1 New Employees and Volunteers

Candidates for employment and volunteer positions need to produce an acceptable Police Record Check (PRC) that has been issued no more than six months prior to the first day of work, training, or volunteer assignment. Offers of employment and volunteer opportunities are conditional upon a successful PRC.

The PRC may be a Canadian Police Information Centre (CPIC) check in regions where the Vulnerable Sector Check takes too long to be obtained before the start date. In these cases, an acceptable Vulnerable Sector Check must be produced within four months of the start date.

This includes:

- i. Individuals transferring from other YMCA's to the YMCA of Greater Toronto.
- ii. Individuals from temporary agencies whose work assignments extend beyond one month.
- iii. Independent contractors or employees of contractors who work with or come in contact with children or other vulnerable people.

Title: Police Record Check Policy	Policy No.:
	Page No.: 2 of 7

- iv. Employees in Child & Family Development (CFD) who return to active duties after a leave of absence of more than 6 months or are rehired more than 6 months since their departure.

Exceptions:

- i. Employees in program areas other than CFD and volunteers who re-join within 12 months of their departure are not required to produce a current PRC.
- ii. Employees and volunteers hired before the age of 18 are required to produce a Vulnerable Sector check within four months of their 18th birthday and, if they are working in CFD, they must produce a new Vulnerable Sector Check when they turn 19.
- iii. Placement students, who have completed a PRC with their college/university, and are engaged continuously in their full time educational program, may provide a Vulnerable Sector Check if it was conducted less than three years before the start of their placement. Any other placement students are required to provide an acceptable PRC before their first day. This may be a CPIC with the Vulnerable Sector Check completed within the first four months on the job.
- iv. Volunteers in the following categories:
 - a. Event or Advisory volunteer positions
 - b. Virtual volunteers who do not have interaction with vulnerable populations
 - c. Participants in YMCA programs which have a volunteer component as part of programming. This includes but are not limited to: YLD, NYLD, Sports Leadership, Camp Inclusions and Camp Leadership program

Rechecks and Declarations

All employees and volunteers are required to produce a new Vulnerable Sector Check every three years as a condition of employment or the volunteer position. Exceptions or late submissions require the approval of the President and CEO.

All staff and volunteers working in CFD are required to sign the YMCA of Greater Toronto Offences Declaration on an annual basis. This should take place within 15 days of the anniversary of the last Offence Declaration or completed Vulnerable Sector Check.

Positive PRC's

When a PRC shows that an individual has a criminal record, they will have the opportunity to provide a written explanation. The head of the program area and Chief People Officer will review the submission and make a decision on whether the position can be offered or maintained. Every effort will be made to provide a fair assessment that considers circumstances and rehabilitation. However, some offenses such as those related to child abuse, sexual interference and child

Title: Police Record Check Policy	Policy No.:
	Page No.: 3 of 7

pornography will not be accepted even if they occurred in the past. Anyone with a prohibition or probation order forbidding contact with children under 18 is ineligible for employment or a volunteer role.

3.2 Supervision for employees and volunteers without a Vulnerable Screening Check

Anyone who does not have an acceptable Vulnerable Screening Check must be supervised at all times when interacting with children and other vulnerable people. This includes new employees who only have a CPIC as well as employees and volunteers under the age of 18, participants on payroll working out of YMCA locations, event/governance/fundraising volunteers, guardians or others accompanying children in a childcare centre or for special events and outings, and anyone where the YMCA is aware that there is an offence on record and the individual is under YMCA supervision.

4.0 Definitions

“Police Records Check (PRC)” is a search of police database records about an individual that are used as part of an employment screening process.

“Canadian Police Information Centre system (CPIC)” are a type of PRC that provides employers with an individual’s record of convictions. Individuals can obtain the required document through their local police department, Ontario Provincial Police or the RCMP.

“Vulnerable Sector Check/Search (VSC/VSS)” is a PRC for those seeking employment or volunteer roles that include service to vulnerable people. This screening includes both charges and convictions and is performed only by the police department in the region where the individual resides.

“Vulnerable People” are those under the age of 18 or individuals who may be unable to care for themselves or protect themselves against harm or exploitation.

5.0 Responsibilities

5.1 Supervisor and Volunteer Manager Responsibilities

- 5.1.1 Ensure that all new employees and volunteers produce an acceptable PRC that has been issued no more than six months before the first day of work, training or volunteer assignment.
- 5.1.2 Ensure that the recheck and declaration requirements for employees and volunteers are completed within required time lines.

5.2 Employee/Volunteer Responsibility

- 5.2.1 Submit an acceptable PRC within policy guidelines upon hire and every three years.

5.3 Human Resources Responsibilities

- 5.3.1 Oversee the PRC process.
- 5.3.2 Notify employees and their supervisors of recheck deadlines.

5.4 Volunteer Development Responsibilities

- 5.4.1 Oversee the volunteer PRC process
- 5.4.2 Monitor PRC compliance and notify General Manager and Volunteer Coordinators of volunteers missing information and recheck deadlines.

6.0 Procedures

- 6.1 Supervisors submit the staff PRC as part of the onboarding process or directly to the Police Record Coordinator in Human Resources. Volunteer Coordinators keep police checks in a secured file and update Raiser's Edge. PRCs completed by police services outside the Greater Toronto Area (Halton, Durham, York, Toronto and Peel) must be approved by the Volunteer Development department.
- 6.2 New employees hired with CPIC will be notified of their Vulnerable Sector Check requirement within the first few weeks of employment via email from Human Resources. New volunteers accepted with a CPIC must also provide receipt of payment of VSS as well as sign off on an Offense Declaration. They will be notified of their Vulnerable Sector Check requirement prior to their start date.
- 6.3 Employees requiring an update of their Vulnerable Sector Check will follow the process outlined by Human Resources who will provide instructions and four months' notice. New volunteers who require fingerprinting must provide results to Volunteer Coordinators. Volunteers undergoing a recheck and require fingerprinting will provide a copy of the fingerprinting request to Volunteer Coordinators. Volunteer Coordinators then update Raiser's Edge status. The requirement to provide the Vulnerable Sector Check within four months will be extended within reason if necessary.
- 6.4 Employees unable to produce a Vulnerable Sector Check from their local regional police need to submit written confirmation to the Police Records Coordinator in Human Resources, signed by their supervisor, that the police would only issue a CPIC.
- 6.5 Employees who require finger printing must provide Human Resources with a copy of the fingerprinting request. The requirement to provide the

Title: Police Record Check Policy	Policy No.:
	Page No.: 5 of 7

Vulnerable Sector Check within four months will be extended within reason if necessary.

6.6 CFD supervisors must certify the Vulnerable Sector Check as true copy and submit through CFDPRC smart sheet:

<https://app.smartsheet.com/b/form/df8983428b444f7790c4b2159c8f8b49>

6.7 Employees and volunteers working CFD will be provided with the YMCA of Greater Toronto Offences Declaration which must be signed on an annual basis.

Positive PRC's:

- i. In the case of a positive PRC, the individual will explain the circumstances pertaining to the conviction in writing.
- ii. For employment candidates and current employees, the explanation will be sent to the Employee Relations team in Human Resources. They will review the information with the head of the program area and the Chief People Officer who will make a decision on whether employment can be offered/continued.
- iii. For volunteers, the staff partner will review the information with the General Manager of program area. The General Manager in consultation with the Vice President Camping and Outdoor Education or their designate, will make a decision on whether the volunteer role may be offered/continued.

PRC's for individuals residing in the City of Toronto (Postal Code beginning with "M"):

- i. Individuals obtain a CPIC first either directly or through the YMCA's partner, Sterling, prior to their first day of work, training or volunteering. The link for Sterling can be obtained through the Police Records Coordinator or Volunteer Coordinator.
- ii. Candidates and employees requiring a recheck complete the Vulnerable Police Records application form and submit it to the Police Records Coordinator in Human Resources on legal size paper. The results are mailed directly to the applicant's home within 6 to 8 weeks.

PRC's for individuals residing outside the city of Toronto:

- i. Processing times, methods and costs vary across regions but the Vulnerable Sector Check is typically done quickly so a CPIC is usually not required. Candidates apply for their Vulnerable Sector Check either in person or online.
- ii. If the Vulnerable Sector Check cannot be obtained before the start date, candidates may obtain a CPIC either directly or through the YMCA's partner,



Title: Police Record Check Policy	Policy No.:
	Page No.: 6 of 7

Sterling, in order to begin work or the volunteer assignment after consulting with Human Resources

Third Party Support

Sterling Talent Solutions processes CPIC's for all applicants to Camp and Outdoor Education, applicants who reside in Halton (CFD only), Durham (CFD only) & Toronto (all program areas). Human Resources provides supervisors/applicants with a link for the Sterling process

Reimbursement

A new employee who had to follow a two-step PRC (CPIC followed by Vulnerable Sector Check) will be reimbursed for the Vulnerable Sector Check screening. The YMCA will also cover costs for anyone required to complete fingerprinting to obtain a PRC and for employees undergoing a recheck after three years. Reimbursements will be paid through payroll.

To receive reimbursement, employees will email the following documents to:

PoliceRecordInquiries@YMCAGTA.ORG

- i. Vulnerable Sector Check
- ii. Receipt for the service
- iii. Reimbursement Form, signed by the supervisor

New volunteers or volunteers requiring a recheck, who are experiencing financial barriers and are unable to afford a police check may be reimbursed by their program area on a case by case basis.

Volunteers who are completing a Vulnerable Sector Screening recheck and volunteers residing in Toronto who require fingerprinting for their recheck will be reimbursed by the Volunteer Development department.

To receive reimbursement, Volunteer Coordinators will email the following documents to volunteering@ymcagta.org:

- i. Receipt for the service
- ii. Reimbursement Form, signed by the supervisor

Confidentiality

To the extent possible, information relating to the PRC will be maintained in confidence. However, the YMCA's obligation to conduct a thorough assessment may require some disclosure. Records relating to a positive PRC are maintained in separate HR and Volunteer Development files and only disclosed to staff involved a

Title: Police Record Check Policy	Policy No.:
	Page No.: 7 of 7

review and decision regarding extending employment or a volunteer role.

Diversity, Equity, Inclusion and Belonging

The YMCA acknowledges that some communities have experienced disparities in policing and will consider Diversity, Equity, Inclusion and Belonging in the review and decision-making related to a positive PRC. Our screening process is consistent with the Ontario Human Rights Code and legislation. Positive Police Records Check results are reviewed on a case by case basis.

7.0 References and Links / Related Documents including links to Management Practices

Child Protection

Recruitment Policy

8.0 Review/Revision History

Date	Revision No.	Revision Type	Reference Section(s)
January 23, 2023	1.0	New Policy	N/A