



The Co-operative Nursery School of Almonte

Criminal Reference Checks for The Co-operative Nursery School of Almonte

Criminal Reference Checks (CRC) are a precautionary measure designed to ascertain whether individuals providing direct service to children have a criminal history. When working or volunteering with children a Vulnerable Sector Check (VSC) must also be obtained.

1. All employees, volunteers and placement students must all have a CRC with VSC before they begin interacting with children at the Nursery School (provided they are over the age of 18 years).
2. If a copy (rather than an original document) of a CRC or VSC is provided to the school, it must have been completed no earlier than 6 months before the day it is obtained by the Nursery School.
3. If more than 6 months, but less than 5 years have passed since the day the VSC was performed, the volunteer or placement student must also provide an Offence Declaration Form.
4. If more than 5 years have passed since the day the VSC was performed, the volunteer or placement student must provide a new VSC or copy.
5. Each Offence Declaration shall be current to within 15 days of the anniversary date of the previous Offence Declaration or VSC and shall address the period since the most recent Offence Declaration or VSC.
6. Cost for CRC and VSC must be incurred by the employee. Volunteer parents and students will receive a signed waiver from the Nursery School for verification of volunteering.
7. Information obtained through the CRC and VSC will be kept confidential. The CRC and VSC will be handed in to the Director/Supervisor/Registrar to ensure confidentiality.
8. All CRC and VSC at the Nursery School will have "True Copy" written on photocopy, signed and dated by the Director/Supervisor to ensure was when it was received.
9. If CRC shows any convictions that an individual is unfit to work with children including convictions for any offense set out in Section 9 of the CCEYA. The employee, volunteer, and/or placement student of the Nursery school will be effectively terminated.

Exceptions:

- 1.** An employee, volunteer, or placement student may be permitted at the discretion of the Director/Supervisor to commence employment or interacting with children for the purpose of volunteering or educational placement if:
 - a.** The employee, volunteer, or placement student has applied for a VSC as soon as reasonably possible;
 - b.** The length of time required to obtain a VSC justifies the delay in receiving; and
 - c.** The Director/Supervisor has put in place additional measures to protect the children who interact with the person until the VSC has been obtained (i.e. an employee, volunteer, or placement student who has not submitted a VSC will not be left alone or unsupervised with any child in the program).