

## **Criminal Background Check - Vulnerable Sector Check** **Information Sheet for the Applicant – 2022/2023 School Year**

All new employees, volunteers, service providers, individuals requiring a placement for professional certification and others (the “applicant”), aged 18 or older are required to provide a Criminal Background Check that is satisfactory to the board prior to the commencement of any duties. The Criminal Background Check must meet all the conditions outlined below:

- **Must have been completed by a police service within the preceding 6 months**
- **Must include a Vulnerable Sector Check (VSC) including record suspensions (pardons) for sexual offences for individuals where they will be in a position(s) of trust or authority over children or vulnerable persons**
- **Must be an original**
  - ***Some police services offer or provide only a digital version. The police service email with the digital version, must be forwarded to [criminalbackgroundcheck@peelsb.com](mailto:criminalbackgroundcheck@peelsb.com).***

If you receive the Vulnerable Sector Check as a paper copy original, it should be hand delivered, if possible, to our HJA Brown Education Centre at 5650 Hurontario Street, Mississauga, ON L5R 1C6, and deposited in the Criminal Background Check secured mail slot located in the Atrium. Please read the posted instructions and complete the appropriate form prior to depositing the Vulnerable Sector Check. **You should make a copy of your Vulnerable Sector Check for your own records prior to submitting.**

It is the responsibility of the applicant to ensure that the above conditions are met. Any cost related to obtaining the Vulnerable Sector Check is the sole responsibility of the applicant. The original copy of the Vulnerable Sector Check, and any additional information requested, will become the property of the Peel District School Board, and will not be returned, copied or forwarded to any other institution or individual.

The Board’s recommendation to assign duties to an individual is conditional upon the receipt and review of an original Vulnerable Sector Check. The applicant must obtain a Vulnerable Sector Check through a local police service in the area in which they reside. Police Services usually require the applicant to complete a form and provide two pieces of government-issued identification, one with a photo, before they access the CPIC (Canadian Police Information Centre) database electronically. **Searches completed by any private company or organization other than a police service will not be accepted.**

### **Please be advised of the following:**

- Processing times with police services could be quite lengthy.
- The Peel District School Board treats all information it receives through the Criminal Background Check process consistent with its obligations under the Ontario *Human Rights Code*. Unless and until the Board policy is changed, *the applicant is not specifically required by the Board to disclose information regarding police contact under the Mental Health Act.*
- Many police services can provide the applicant with multiple Vulnerable Sector Check originals if requested at the time of application (if required e.g., student placements/service providers).

Should the applicant submit a Vulnerable Sector Check showing evidence of a police record, confirmation of their duties will be postponed pending a review of the information. A police record will not necessarily disqualify the applicant. The Peel District School Board reserves the right that the applicant provides additional information regarding any police contact disclosed on the Vulnerable Sector Check. The final

decision will be made by the Executive Officer, Human Resources, Partnerships and Equity in consultation with the "Criminal Background Check Management Review Committee".

**Below are the requirements which are unique for some particular Police Services:**

**If you reside in:**

**You must:**

<b>Peel</b> (905-453-2121, ext. 4390)	obtain the <b>Vulnerable Sector Check – Level 3</b> by applying online at: <a href="https://rec-check.peelpolice.ca/">https://rec-check.peelpolice.ca/</a> . If link does not open, please copy and paste into your web browser. Peel Police now offer a verified, secure digital criminal background check. If you select the digital copy rather than the paper copy, please forward the email you receive from Peel Regional Police to <a href="mailto:criminalbackgroundcheck@peelsb.com">criminalbackgroundcheck@peelsb.com</a> .  <u>Volunteers only:</u> must first obtain the Community Organization and Volunteer Authorization Letter from the school where they wish to volunteer.
<b>an Ontario Provincial Police (OPP) Jurisdiction</b>	obtain a letter from our board by sending an email to <a href="mailto:criminalbackgroundcheck@peelsb.com">criminalbackgroundcheck@peelsb.com</a> . Please specify the reason for requirement.  Once you are in receipt of this letter, please apply online for the Vulnerable Sector Check at: <a href="https://opp.ca">Ontario Provincial Police - Police Record Checks (opp.ca)</a> . If link does not open, please copy and paste into your web browser.
<b>Toronto</b>	obtain a criminal background search that meets the conditions outlined by presenting a completed "Consent to Disclosure of Personal Information" form. <b>Please contact Human Resources, Partnerships and Equity at the Peel District School Board at 905-890-1010, ext. 2832 or via email at <a href="mailto:criminalbackgroundcheck@peelsb.com">criminalbackgroundcheck@peelsb.com</a> to obtain the form and other details.</b>

***Please note: In addition to a Vulnerable Sector Check, all new employees aged 18 or older, are also required to submit an "External Applicant Disclosure Form" prior to the commencement of employment. Please contact your hiring coordinator to obtain this form.***

If you require further information, please call 905-890-1010, ext. 2832 or via email at [criminalbackgroundcheck@peelsb.com](mailto:criminalbackgroundcheck@peelsb.com).