

Children's Circle Montessori School

Criminal Reference Check Policy

The purpose of this policy is to set out terms and conditions for the disclosure of information, Criminal Reference Check with Vulnerable Sector Check (to be referred to as CRCVSC), provided by the local police force to the individual. Any disclosure of information pursuant to this policy shall only be for the purpose of assisting the Owners/Directors of Children's Circle Montessori School to determine the suitability of potential candidates for employment, student placement and/or volunteer duties.

Children's Circle Montessori School's offer to any individual for employment, student placement or volunteer duties is conditional upon the receipt and review of an original CRCVSC.

All new employees and/or volunteers are required to provide an original CRCVSC that is satisfactory to Children's Circle Montessori School; that has been prepared within 6 weeks prior to the commencement of employment and/or volunteering. A CRCVSC is also required if a person (for example, parent, grandparent, caregiver, family member) is volunteering for a field trip.

All placement students are required to provide an original or copy of a CRCVSC that is satisfactory to Children's Circle Montessori School; that has been prepared within 6 months prior to the commencement of placement.

If a new employee is required to commence employment prior to obtaining a CRCVSC, the individual must take measures to obtain one as soon as reasonably possible. Children's Circle Montessori School acknowledges that not all police forces provide a "same-day" service and this will be taken into consideration. The individual is not permitted to be alone with children until the CRCVSC is provided and reviewed.

The applicant must take the following steps to obtain a CRCVSC:

- If you live in Peel Region, visit 7750 Hurontario Street, Brampton Ontario L6V 3W6; (telephone: 905-453-3311 website: www.peelpolice.on.ca)

Individuals must provide a CRCVSC from Peel Regional Police. This search is intended for persons employed in a position of trust with vulnerable individuals including children under the age of 18.

- If you live outside of Peel Region, visit your local police service to determine which steps are necessary to obtain a CRCVSC.

Any cost related to obtaining the CRCVSC is the sole responsibility of the applicant.

Searches completed by any private company or organization other than a police force will not be accepted.

Bill C-7, The Criminal Records Act, requires that all CRCVSCs completed for applicants working with children under the age of 18 contains information resulting from a criminal record search of

data maintained by the Royal Canadian Mounted Police for sexual offences for which a pardon has been granted or issued. Therefore, Children's Circle Montessori School will not accept any CRCVSCs that do not meet this legal requirement. It is the responsibility of the applicant to ensure that this condition is met by the police force conducting the search.

The CRCVSC will be hand-delivered to the School's Designated Supervisor or one of the School's Owners/Directors. The CRCVSC will be reviewed and the original or a copy (signed by both parties) will be placed in a sealed envelope in that individual's file. Children's Circle Montessori School will not copy the CRCVSC nor forward it to any other institution or individual. Children's Circle Montessori School is not responsible for mailed CRCVSCs that are lost or misplaced.

Should an individual submit a CRCVSC showing evidence of a criminal offence, confirmation of their employment, student placement and/or volunteer duties will be postponed pending a review of the information. A criminal record will not necessarily disqualify an individual unless they are committed an offence against the Child Care and Early Years Act, the Criminal Code of Canada – Sexual Interference - Child Pornography - Duty of Persons to Provide Necessities – Murder – Infanticide – Prohibiting Disclosure of Information or any other Provincial or Federal offence. Children's Circle Montessori School reserves the right to request applicants to provide additional information with regard to their application. The final decision will be made by the School's Owners/Directors.

If an employee, placement student or volunteer turns 18 years old during their position with Children's Circle Montessori School, that individual has one month to provide a statement that discloses any findings of guilt under the Youth Criminal Justice Act of Canada.

If an employee, placement student or volunteer turns 19 years old during their position with Children's Circle Montessori School, that individual has one month to apply for a CRCVSC.

A new CRCVSC is required on or before the 5th Anniversary of an individual's previously obtained CRCVSC.

An annual Offence Declaration is required from every individual that has previously provided a CRCVSC, every calendar year after the year the CRCVSC was provided. The Offence Declaration form is obtained from Children's Circle Montessori School. This will be completed within 15 days of the anniversary date of the previous CRCVSC or Offence Declaration. An Offence Declaration must be completed as soon as reasonably possible any time an individual is convicted of an offence under the Criminal Code of Canada. The Offence Declaration will be placed in a sealed envelope in the individual's file.

If Children's Circle Montessori School's relationship with an individual is terminated and that individual returns in 6 or more months, a new CRCVSC is required. However, it is not required if the individual returns in less than 6 months; in this case their regular schedule of submitting CRCVSC and/or Offence Declaration still applies.