

**Date of Issue:** June 2021

**Original Date of Issue:** June 2015

**Subject:** **VULNERABLE SECTOR CHECK – NON-EMPLOYEES**

**References:** *Education Act*  
[Policy 3255 – Criminal Background Checks - Non-employees](#)  
[Policy 4240 – Safe, Inclusive and Accepting Schools](#)  
[Policy 3250 – Volunteers in Schools](#)  
[APM A4010 – Vulnerable Sector Checks and Offence Declarations](#)  
[Police Record Checks Reform Act](#)

**Contact:** Business Services; School Services

---

## 1. Purpose

- 1.1 The Simcoe County District School Board (SCDSB) has the responsibility under the *Education Act* to ensure the safety of students.
- 1.2 The SCDSB in accordance with the *Education Act* will allow school access to those who come into direct contact with students on a regular basis only if a satisfactory Vulnerable Sector Check (VSC) is provided. If that VSC has been adjudicated and is found to present an unacceptable risk to students, an individual will not be granted access.
- 1.3 Individuals must register and complete all required steps through the SCDSB's online Volunteer Portal prior to volunteering.

## 2. Definitions

- 2.1 **Vulnerable Sector Check (VSC):** the VSC process involves retrieving and compiling the history of an individual's previous convictions for crimes. A vulnerable sector check is designed to protect vulnerable persons by including sexual offences for which a pardon has been granted.
- 2.2 **Direct Contact:** having no intervening person present; being or possibly being with a student with no board staff member or approved volunteer present, for the majority of time.
- 2.3 **Regular Contact:** is continuing and ongoing contact between an adult and a student.

## 3. General

- 3.1 The responsibility for securing and providing the VSC to the SCDSB, rests with the person who will have regular and direct contact with students.
- 3.2 A VSC is required for any person having regular and direct contact with students on any school approved activity.

- 3.3 Practicum students from Canadian colleges and universities must provide to their faculty an original, valid VSC that was prepared by a police force, or a service obtained from national data on the Canadian Police Information Centre database within six months of the first day of commencing their placement.
- 3.3.1 The college or university will submit to the SCDSB (Human Resource Services Department) original documents in bulk, within 14 days before the start of each practicum. The SCDSB will retain photocopies of the original documents, and ensure that all teacher candidates and students are clear to enter schools. The college or university will collect the original documents from the SCDSB and return them to the teacher candidates and students by hand.
- 3.4 Any person entering a school that is deemed to NOT have direct contact with students on a regular basis shall:
- 3.4.1 be supervised by staff; and,
- 3.4.2 not be left alone with students.
- 3.5 Examples of persons not requiring a VSC are:
- 3.5.1 guest speakers (authors, athletes);
- 3.5.2 staff trainers (PA day speakers, wellness coaches);
- 3.5.3 event workers (dance DJ, college/university representative); and,
- 3.5.4 some third-party facility services workers (snowplough operators, roofers).

#### **4. Volunteers**

- 4.1 All volunteers are required to submit a VSC executed within the last six months and complete all registration requirements through the online Volunteer Portal, prior to their first day of volunteering.
- 4.2 A volunteer must complete an annual offence declaration through the online Volunteer Portal for up to four years to continue volunteering.
- 4.3 A new VSC is required at the beginning of the fifth year.
- 4.4 In the event of an emergency, a principal may grant a one-time only exception to allow a person to volunteer without a VSC. One-time only is defined as once during a school year (FORM A1010 - 1).

When a volunteer wants to change/add to their school location, a request shall be made through the online Volunteer Portal.

**First Issued** June 2015  
**Revised** March 2018, June 2021

***Issued under the authority of the Director of Education***

