

MEMORANDUM

To: All Principals & Office Administrators, Schools

From: Alik Pappas, Administrator
Police Reference Check Office, Employee Services

Date: 27th August 2019

Re: **Volunteers – Police Records Check (PRC)**

The purpose of this memo is to outline the Police Records Check (PRC) processes for:

1. New school volunteers - Steps To Follow To Obtain a PRC (Police Records Check) including a Vulnerable Sector Screening (VSS);
2. How to Check a Volunteer's PRC Status on the Volunteer Database;
3. Returning Volunteers – Steps to completing the Annual Offence Declaration (AOD) at the school; and
4. Changing a volunteer from active to inactive status.

Under Regulation 521/01 of the *Education Act*, school boards must:

- Obtain a Police Records Check (PRC) on all existing and new employees, service providers and others who come into contact with students; and
- Following submission of the PRC, school boards are required to collect an Annual Offence Declaration (a declaration of any new criminal code convictions).

The intent of the legislation is to ensure that schools and classrooms are safe places for students.

1.0 NEW VOLUNTEERS

Volunteers (18 years of age and over)

TDSB values the tremendous contributions of our parent and community volunteers who give so much of their time and effort to make our schools better places. While the legislation does not speak specifically to volunteers, it has been the TDSB's past practice to require a PRC on volunteers who have regular contact with students (including community-based coaches working with school teams). This practice is consistent with the approach adopted by other community groups such as Girl Guides, Boy Scouts and Hockey Coaches.

In order to promote and support volunteerism in our schools, while protecting the safety of students, we ask you to consider your volunteers in one of two categories:

- Volunteers who on a **casual** basis assist from time to time with a variety of activities in a school. These volunteers may require a PRC including a vulnerable sector screening at the principal's discretion. We consider casual volunteers to be those people who are volunteering less than 3 times in a school year.
- Volunteers who on a **regular, scheduled or overnight** basis assist with a variety of activities. These volunteers require a PRC vulnerable sector screening. Regular, scheduled volunteers are considered to be volunteers who have volunteered 3 or more times in the school year or are anticipated to volunteer 3 or more time in the school year.

Steps To Follow To Obtain A PRC Vulnerable Sector Screening

For volunteers who live in Toronto

- a. The volunteer completes the Consent to Disclosure form available from the principal. The form is available on the Principals' website under the "staffing" tab and **must** be printed on legal sized paper.
- b. The volunteer submits the completed Consent to Disclosure form with a certified cheque or money order made payable to Toronto Police Services for \$20.00 to:
 - The principal or designate who will forward it to the TDSB PRC Office; **OR**
 - The TDSB PRC office by mail (address below); **OR**
 - The TDSB PRC office in person: **Toronto District School Board Police Records Check Office
Fairmeadow Education Centre, 17 Fairmeadow Avenue, Room 107 Toronto, M2P 1W6**
- c. The school may opt to accept a cash payment from a volunteer and send a school cheque instead. School cheques do not have to be certified.
- d. Toronto Police Services will mail the PRC results directly to the volunteer's home address on the application form. The volunteer may:
 - Mail the original PRC results to the TDSB PRC office; **OR**
 - Deliver the original PRC to the TDSB PRC office; **OR**
 - Deliver the original PRC results to the school. If delivered to the school, the principal or designate will send the original PRC to the TDSB's PRC office.
- e. The TDSB PRC office will update the online volunteer database.

***DO NOT SEND VOLUNTEERS TO TORONTO POLICE SERVICES.** Toronto Police Service will only accept a volunteer's completed Consent to Disclosure if submitted through the TDSB with payment.

For volunteers who live outside Toronto

- a. The volunteer contacts his/her home/regional police service directly and completes the request for a PRC vulnerable sector screening according to their process.
- b. The police service will mail the PRC results directly to the volunteer's home address on the application form.
- c. The volunteer may:
 - i. Mail the original PRC results to the TDSB PRC office; **OR**
 - ii. Deliver the original PRC to the TDSB PRC office; **OR**
 - iii. Deliver the original PRC results to the school. If delivered to the school, the principal or designate will send the original PRC to the TDSB's PRC office.
4. The TDSB PRC office will update the online volunteer database.

2.0 Verifying a Volunteers' PRC Status

The principal and/or designate can check a volunteer's PRC status by accessing the school's online volunteer database at <http://tdsbweb/hr/volunteer>. Under the column "Status", one of the following will appear:

Still Waiting for Results	The VSS application has been submitted to Toronto Police Service and the PRC Office is waiting to receive the original document from volunteer.
Clear	The VSS has been received and recorded – volunteer is clear to volunteer.
OD	The volunteer must now complete the AOD (Annual Offence Declaration).

3.0 RETURNING VOLUNTEERS

Returning volunteers who have already completed the PRC vulnerable sector screening with the TDSB must complete an Annual Offence Declaration, an update to a person's PRC information on file declaring any new criminal code conviction. There is no cost associated with the Annual Offence Declaration.

Completing the Annual Offence Declaration (AOD/OD)

When the TDSB volunteer database "status" column shows the letters "OD" instead of "cleared", the volunteers **MUST** complete the Annual Offence Declaration, in one of two ways. They can either make the entry on line if you follow the steps:

- a. The principal or designate will go to the Volunteer Website at <http://tdsbweb/hr/volunteer>
- b. Your school list of volunteers will be displayed;
- c. Find volunteers name with the “status” column showing “OD”;
- d. Click on **OD**;
- e. The Volunteer Annual Offence Declaration Form will appear;
- f. The volunteer clicks on one of two radial buttons – the first radial button states that the volunteer has “no convictions since the last criminal background check” and the second radial button states that they “have convictions since the last criminal background check” (if they choose this option they need to complete 3 lines of information - conviction, date and court);
- g. Click submit; Job done!

OR

Contact the PRC office at 416-393-0759 or email PoliceReferenceCheckOffice@tdsb.on.ca and ask for a hard copy of the current AOD to be sent to your school.

Please note that the Annual Offence Declaration is not required until such time as “OD” appears in the “Status” column beside the name of the volunteer.

4.0 CHANGING A VOLUNTEER FROM ACTIVE TO INACTIVE STATUS

If you have a volunteer listed in your school volunteer database and they no longer volunteer at you school, you can remove their name from your school list.

Please use the following steps to change the volunteer’s status from active to inactive:

1. Open your database <http://tdsbweb/hr/volunteer>;
2. Your school list of volunteers will be displayed;
3. Find volunteers name;
4. Under the PRC column you will find a box “Edit”; click on this to bring you to the volunteer’s information screen;
5. There is a section for the status (Active and In-active) in the line on the left side of the screen under where the name appears;
6. Click the **In-active** button;
7. Click the update button at the bottom of the screen to complete this task.