



VELA

CRIMINAL RECORD CHECK INFORMATION

Employer Responsibilities and Criminal Record Checks for Other Adults

Your Responsibilities as an Employer:

Tell each person applying for the position (support person, home share provider or respite contractor, volunteer) that they must have a criminal record check with vulnerable sector screening for:

- relevant offences, if working with children, or
- relevant and specified offences if working with vulnerable adults, as outlined in the CRRA.

You must re-do a criminal record check at least once every five years. You are responsible for tracking when each person is due for a five-year re-check and having each person re-checked by the 5-year anniversary date.

Any person with a break in employment or in their contract must complete a new criminal record check. It is up to you to decide if the person has had a break in their employment or contract. There is no legal definition for a break.

Here is a guideline:

- If the employer/employee relationship ends, then there is a break and a new criminal record check must be done when/if they are re-hired.
- If your relationship with the contracted service provider (home sharing or respite contractor) ends, then there is a break and a new criminal record check must be done when you start a new contract with them.

New charges or convictions: If your employee, home sharing provider or respite contractor has done their criminal record check and you find out they have been:

- charged with, or
 - convicted of a relevant or specified offence set out in the CRRA,
- you must make sure they complete a new Consent for a Criminal Record Check Form.

Results of Criminal Record Checks:

Clearance Issued: If nothing is found a clearance letter is sent to tell you that the person is cleared to work.

Something relevant is found: If something relevant is found, you will receive a letter stating there will be an adjudication process. An adjudicator will examine the facts and decide if the applicant can work with children or vulnerable adults. The applicant will be sent a letter as well and is given a chance to provide more information to the adjudicator. The applicant may need to provide fingerprints to ensure the record that was found is correct.

Adjudication Results: You will be informed of the Adjudicator's decision. You must ensure that, if there is a determination of risk, the person must NOT WORK WITH OR HAVE UNSUPERVISED ACCESS TO CHILDREN OR VULNERABLE ADULTS.

Criminal Record Checks for Other Adults in Caregivers Home:

Other adults (spouse/adult children aged 18 years and older) living in the home sharing provider's home or respite caregiver's home do not come under the jurisdiction of the Criminal Records Review Program (CRRP). The CRRP has a process for volunteers, however other adults living in the caregiver's home would not qualify as volunteers under their program. This check needs to be a *Police Information Check with Vulnerable Sector Screening (PIC-VS Check)*, and must be done by your local police department. Normally there is a cost, which can vary depending on your area (\$45 - \$75 or more). Since the other adults living in the home are not paid they may be able to have the PIC-VS check done as a volunteer through their local police department. There is typically no charge for CRC's for volunteers.

Process:

- Contact your local police agency directly for the PIC-VS form. Some will have an online form, some will not. Not all of the forms are the same around the province.
- Complete the form following the directions.
- Submit the form with the completed letter below.

Date

To Whom It May Concern,

We are a non-profit society / Individualized Funding Agent who provides services to a vulnerable adult with a disability. We contract with a respite / home sharing caregiver to provide those services in the caregiver's home. There are other adults who live in the home and may assist with services on a volunteer basis. They are not paid. As the agency that contracts with the respite / home sharing provider we request that the CRC for other adults living the home _____ (name of individuals) be completed as a volunteer.

Sincerely,

(Signature) (Director or IF Agent)

Name of Society or IF Agent

Address & Phone #