



POLICE RECORD CHECKS

On request, police will check their records on applications seeking employment and/or volunteer work. The check includes national and local police databases. Information on criminal convictions and outstanding charges, as well as incidents of all negative police contacts will be considered for release.

The information it generates is limited, however, so other forms of screening should also be used.

Who needs a Police Records Check?

A Police Records Check is required for all ordained ministry and for paid employee positions where there is an inherent level of trust and a lack of daily, structured supervision. For each person, consider the level of authority, isolation, and the vulnerability of participants. It is required at the beginning of a ministry, employment or volunteer position, and every three years thereafter.

Examples of persons requiring a background check: churchwardens, treasurers, parish administrator, director of financial ministry, kitchen staff

Examples of persons requiring a Vulnerable Sector Check: All clergy, pastoral care visitors, Sunday School teachers, music directors and organists, social workers, program managers at our Community Ministries

How to apply for a Criminal Background Check

In most cases a criminal background check can be obtained online from the local police service.

How to apply for a Vulnerable Sector Check

The Vulnerable Sector Check is restricted to applicants seeking employment and/or volunteering in a position of authority or trust relative to vulnerable persons.

The prospective employee or volunteer should go to the local police station with a letter from human resources or the church, on letterhead, signed by the incumbent or volunteer coordinator. The letter should state that the person bearing the letter is going to be working with the vulnerable sector (youth, elderly, etc).