

Staff Screening Measures

Lilliput Land Cooperative Nursery School
Reviewed October 2016

Purpose of the Policy

Lilliput Land Cooperative Nursery School (“Lilliput Land”) is committed to ensuring the safety of all children enrolled in the centre by monitoring the reference check status of all employees and volunteers.

Initial Reference Check

A clear vulnerable sector check is required for all employees / volunteers and students on educational placement before they begin their employment or interaction with the children. This must be requested through the police services where the applicant resides. Procedures for Guelph are found online through www.guelphpolice.ca. This check must no older than 6 months before the date of hiring.

If a person’s relationship with Lilliput Land terminates for longer than 6 months, a new vulnerable sector check is required.

The original cleared check must be provided to the centre and the Supervisor will sign a declaration that he / she has seen the original. A copy of the cleared check will be kept in the staff’s file in a locked file cabinet at the school. This cabinet can only be accessed by the supervisor or President of the Board of Directors.

If any statute of Ontario or Canada prohibits the disclosure of information contained in a vulnerable sector check in respect of an employee / volunteer / student, the requirement for a check may be met by obtaining a criminal reference check.

**Please refer to the Child Care and Early Years Act (2014) for regulations for persons under 18 years of age.*

Offence Declarations

Vulnerable sector checks must be re-obtained on or before every 5th anniversary of the most recent check. In each interim calendar year, each person who has provided a check must complete an offence declaration (current to within 15 days of the anniversary date of the previous check or declaration, and addressing the period since that most recent check or declaration). This declaration will be kept in the staff’s file in a locked file cabinet at the school. This cabinet can only be accessed by the supervisor or President of the Board of Directors.

Any person required to provide a vulnerable sector check to Lilliput Land is required to provide the centre with an offence declaration, as soon as reasonably possible, any time he or she is convicted of an offence under the Criminal Code of Canada. Lilliput Land reserves the right to terminate its relationship with the staff, volunteer or student based on the nature of the conviction.

Exceptions

Lilliput Land may permit an employee, volunteer or student to begin their position without having provided a vulnerable sector check if:

- a) The person applies to obtain a vulnerable sector check as soon as reasonably possible;
- b) The length of time required to obtain a vulnerable sector check justifies it; and
- c) The person is supervised by a staff member with a cleared check at all times, when the person is in the presence of children in Lilliput Land’s care.

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Lilliput Land will use the Childcare Centre Tracking Form provided by the Ministry of Education to ensure all staff and volunteer Vulnerable sector checks are up to date.

Board Members

Members of the Board of Directors must hold a valid Criminal Reference Check from the police services where they reside. Procedures for Guelph are found online through www.guelphpolice.ca. Board members will not interact directly with the students of Lilliput Land and therefore do not need a vulnerable sector check. The cleared checks will be kept on file in a locked filing cabinet at the school.