

Cover Letter Re Police Checks

FROM: Wanda Forsythe
RE: Police Vulnerable Sector Checks

Vulnerable sector checks and/or other police checks are necessary for individuals participating in certain Toronto Monthly Meeting (TMM) activities, for example, those who serve as volunteers working with children, youth and vulnerable adults, and/or as employees of TMM. The purpose of carrying out these checks is to prevent harm to children, youth and vulnerable adults in the Meeting and to enable the Meeting to protect staff and volunteers from false or wrongful allegations.

Failure to have the check carried out will preclude an individual from becoming an officer of the Meeting, obtaining employment in Friends House, or filling a volunteer position of trust with children or vulnerable adults.

These checks must be renewed every three years

Every individual involved in this process who resides in Toronto must sign a form entitled: "*Consent to Disclose Personal Information/Waiver and Release*". This form is then submitted to Toronto Police Services for it to carry out the vulnerable sector check. (If an individual resides outside of Toronto, they will follow the application process in their home municipality.) TMM requests and pays for the reference check and then the following process ensues:

1. The results of the check are sent to the individual, not to the agency requesting it, in this case, Toronto Monthly Meeting. If the results show the same or similar name, the individual might be required to have their fingerprints checked.
2. It is then the right of the individual to decide whether to disclose the results by sending them to TMM's Police Check Administrator. Refusal to present the results of a police records or vulnerable sector check will preclude an individual from becoming an officer of the Meeting, obtaining employment in Friends House, or filling a volunteer position of trust with children or vulnerable adults.
3. Upon disclosure, TMM must then decide whether the individual is eligible for the position as employee or volunteer. If results of such a check reveal certain classes of convictions (e.g. violent or sex-related crimes, child pornography, abandonment or endangerment of a child, or fraud, where applicable) this will automatically preclude an individual from becoming an officer of the Meeting, obtaining employment in Friends House, or filling a volunteer position of trust with children or vulnerable adults. In some cases, the existence of an official pardon will be taken into consideration by the Directors. An individual with a criminal history in other circumstances not including pardons may be considered eligible for one of these positions at the discretion of the Directors if the convictions are not related to the tasks of the position. The Personnel Committee will be consulted in the case of an employee or potential employee.

These decisions will be recorded and stored in the confidential locked files. Any personal information that TMM obtains will be kept in the strictest confidence. It will not be disclosed without your permission, except where required by law or competent authority.

Attached please find:

- Information concerning the “Vulnerable Sector Screening Program”, from the Toronto Police Service web site: <https://www.torontopolice.on.ca/background-checks/vulnerable-sector-screening-process.php>
- The TPS “Consent to Disclosure of Personal Information/Waiver and Release” form
- TMM’s “Vulnerable Sector Consent Form”

Please return one signed original copy of:

- the TPS “Consent to Disclosure of Personal Information/Waiver & Release Form
- the TMM Vulnerable Sector Consent Form

to the Police Check Administrator, c/o the Resident Friends office. Then an application for the Vulnerable Sector check will be sent to Toronto Police Services, at TMM’s expense.

When you receive the results of the Police Check from the TPS, please forward it to the Police Check Administrator, or inform them should you decide otherwise.

If you have any questions, please do not hesitate to get in touch with the Police Check Administrator at admin@torontoquakers.org or myself at wanda.forsythe164@gmail.com.

Thanks very much.

Wanda Forsythe