
[Insert Name of Ontario Church]

**CHILD ABUSE AND SEXUAL EXPLOITATION
POLICY**

Dated the ___ day of _____, _____

Board Approval the ___ day of _____, _____

Membership Approval the _____ day of _____, _____

**Child Abuse and Sexual Exploitation Policy
for
[insert Name of Ontario Church]**

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Child Abuse and Sexual Exploitation Policy for [insert Name of Ontario Church]

Dated the ____ day of _____, _____

Board Approval _____ Date: _____

Membership Approval _____ Date: _____

SECTION I DEFINITIONS, PURPOSE AND PREAMBLE

1.01 Definitions

In this Policy, the following terms shall have the following meanings:

Accused shall mean a person against whom a Complaint of Child Abuse or Sexual Exploitation is made pursuant to the terms of this Policy;

Act means the *Child and Family Services Act*, R.S.O.1990, c.C.11, s. 72 (the “Act”)

Applicant shall mean a person who wishes to work on behalf of the Church either in a paid or volunteer role, with Children, on a full time or part time basis;

Child(ren) shall mean a person or persons, of either sex, who is/are under 16 years of age with respect to the Child Abuse provisions, and who is/are under 18 years of age with respect to the Sexual Exploitation provisions;

Child Abuse is as defined by the *Child and Family Services Act*, R.S.O. 1990, c. C.11, s. 72 (the “Act”):

1. The child has suffered physical harm, inflicted by the person having charge of the child or caused by or resulting from that person’s,
 - a) failure to adequately care for, provide for, supervise or protect the child, or
 - b) pattern of neglect in caring for, providing for, supervising or protecting the child.

2. There is a risk that the child is likely to suffer physical harm inflicted by the person having charge of the child or caused by or resulting from that person's,
 - a) failure to adequately care for, provide for, supervise or protect the child, or
 - b) pattern of neglect in caring for, providing for, supervising or protecting the child.
3. The child has been sexually molested or sexually exploited, by the person having charge of the child or by another person where the person having charge of the child knows or should know of the possibility of sexual molestation or sexual exploitation and fails to protect the child.
4. There is a risk that the child is likely to be sexually molested or sexually exploited as described in paragraph 3.
5. The child requires medical treatment to cure, prevent or alleviate physical harm or suffering and the child's parent or the person having charge of the child does not provide, or refuses or is unavailable or unable to consent to, the treatment.
6. The child has suffered emotional harm, demonstrated by serious,
 - (a) anxiety,
 - (b) depression,
 - (c) withdrawal,
 - (d) self-destructive or aggressive behaviour, or
 - (e) delayed development,and there are reasonable grounds to believe that the emotional harm suffered by the child results from the actions, failure to act or pattern of neglect on the part of the child's parent or the person having charge of the child.
7. The child has suffered emotional harm of the kind described in subparagraph i, ii, iii, iv or v of paragraph 6 and the child's parent or the person having charge of the child does not provide, or refuses or is unavailable or unable to consent to, services or treatment to remedy or alleviate the harm.
8. There is a risk that the child is likely to suffer emotional harm of the kind described in subparagraph i, ii, iii, iv or v of paragraph 6 resulting from the actions, failure to act or pattern of neglect on the part of the child's parent or the person having charge of the child.
9. There is a risk that the child is likely to suffer emotional harm of the kind described in subparagraph i, ii, iii, iv or v of paragraph 6 and that the child's parent or the person having charge of the child does not provide, or refuses or is unavailable or unable to consent to, services or treatment to prevent the harm.

10. The child suffers from a mental, emotional or developmental condition that, if not remedied, could seriously impair the child's development and the child's parent or the person having charge of the child does not provide, or refuses or is unavailable or unable to consent to, treatment to remedy or alleviate the condition.
11. The child has been abandoned, the child's parent has died or is unavailable to exercise his or her custodial rights over the child and has not made adequate provision for the child's care and custody, or the child is in a residential placement and the parent refuses or is unable or unwilling to resume the child's care and custody.
12. The child is less than 12 years old and has killed or seriously injured another person or caused serious damage to another person's property, services or treatment are necessary to prevent a recurrence and the child's parent or the person having charge of the child does not provide, or refuses or is unavailable or unable to consent to, those services or treatment.
13. The child is less than 12 years old and has on more than one occasion injured another person or caused loss or damage to another person's property, with the encouragement of the person having charge of the child or because of that person's failure or inability to supervise the child adequately.

Complainant shall mean a Child who makes a Complaint of Child Abuse or Sexual Exploitation under this Policy;

Consent shall mean non-coercive agreement or willingness to participate. Meaningful consent cannot be given by a Child under the age of 18 years of age to engage in sexual activity with a Member as a result of the relationship that exists between them;

Determination shall mean the finding from an investigation undertaken in relation to allegations of Child Abuse and Sexual Exploitation. The remedies and/or sanctions which may be imposed against the Accused as part of the Determination may include, but are not limited to, suspension with or without pay, or termination for cause from the Church, depending on the seriousness and nature of the Complaint. The remedies and/or sanctions to be imposed by the Senior Pastor, or his/her delegate where appropriate shall be in his/her sole discretion. If after an investigation by the Police, the Senior Pastor, or his/her delegate where appropriate, determines that the Complaint was frivolous or vexatious in nature or was made with no basis in fact, then the Senior Pastor, or his/her delegate where appropriate, shall dismiss the Complaint.

Investigation will be the act of the Police receiving written statements from the Child, the Accused and any witnesses in relation to any allegations of Child Abuse or Sexual Misconduct.

Law refers to the legislation governing Child Abuse and Sexual Exploitation relevant and applicable in the jurisdiction where the Church is located;

Members shall mean the pastors, youth pastors, lay pastors, board Members, directors, officers, Members, Sunday School instructors, administrators, pastoral counsellors, youth group leaders, employees, volunteers and/or any other persons who perform duties, either on a paid or on a volunteer basis, or on a full-time or part-time basis, for the Church;

Ministry with Child(ren) shall mean any Member/Child(ren) interaction in Church facilities and/or resulting from Church activities wherever they may be carried out. Any such interaction should be carried out in public areas only and shall be sanctioned by the Senior Pastor or his/her designated representative. Relationships that develop as a result of Ministry with Child(ren) shall not be fostered outside of Church activities without notice to the appropriate Ministry authority and the express consent of the parents/guardian of the Child(ren);

Non-Volunteer shall mean any person receiving income for their service, or allocation of hours as part of the Church related program;

Parents shall mean the natural or adoptive Parents(s) or legal guardian(s) of a Child under the age of 18 years of age;

Sexual Exploitation shall mean sexual contact or invitation to sexual contact by a Member to a Child, or by anyone in a position of authority, trust or power over that Child, whether there is consent or not from the Child;

Sexual Exploitation may include, but is not limited to, any of the following activities if they occur between a Member and a Child:

- (a) using or engaging in sexually provocative language, acts or conduct towards a Child;
- (b) writing sexually lurid, provocative or suggestive correspondence to a Child;
- (c) rough-housing or engaging in conduct which involves physical contact with a Child and which is sexually suggestive in nature;
- (d) kissing, fondling, caressing, patting or pinching a Child;
- (e) engaging in sexual intercourse or other sexual conduct designed to sexually stimulate either the Member or the Child or both;
- (f) using sexual remarks, jokes, innuendo or taunting about a Child's body or sexual orientation;
- (g) uttering, either verbally or in writing, invitations, requests or sexually suggestive remarks;

- (h) leering or engaging in other sexually suggestive activities;
- (i) displaying pornographic or sexually suggestive material to a Child; or
- (j) developing or attempting to develop a sexual relationship between a Member and a Child.

Volunteer shall mean a person who undertakes or expresses a willingness to undertake a service without income for their service, or allocation of hours as part of the Church related program;

1.02 Purpose/Statement of Commitment

It is the purpose of the Church to:

- (a) provide a safe environment for Children who are in attendance at the Church’s facilities or who participate in Church sanctioned activities and programs wherever they may be carried out.
- (b) ensure that as a faith community the Church fulfills its obligations to the safeguard the interests of the Children in our care;
- (c) to ensure the integrity, safety and reputation of Applicants and Members;

To ensure the integrity, safety and reputation of Applicants and Members; this Policy establishes and describes the Church’s guidelines and procedures for the prevention of the Abuse and Sexual Exploitation of a Child, and or deal with concerns and experiences related to Child Abuse and Sexual Exploitation as defined in this Policy. As part of creating and maintaining a safe environment for Children, the Church’s guidelines and procedures:

- (i) include screening procedures for all Applicants and Members expected to be in contact with minors, and or involved in Ministry to Children,
- (ii) outline a code of conduct/standards of behaviour expected of all Members;
- (iii) mandate orientation and training programs, and standardization of procedures for all Members expected to be in close and/or significant contact with Children.
- (iv) outline the obligations and procedures to be followed in investigating or reporting knowledge of, reasonable belief or allegations as to occurrences of sexual abuse and or exploitation of the Children entrusted to the care of the Church

1.03 Preamble

- (a) The Church will not tolerate any form of Child Abuse by its Members. The Church will respond to allegations of Child Abuse of Children in a swift and compassionate manner in accordance with the terms and conditions of this Policy.
- (b) The Church will not tolerate any form of Sexual Exploitation by its Members of any Child in attendance at Church facilities or who is participating in Church activities wherever they may be carried out.
- (c) For the purposes of this Policy, the Child Abuse provisions are intended to protect and be applicable to Children under 16 years of age. The Sexual Exploitation provisions of this Policy are intended to protect and be applicable to Children between 16 and 18 years of age.
- (d) Members will respect the relationship of trust that exists between them and the Children who are their charges. Any Child Abuse or Sexual Exploitation of a Child by a member will be considered a breach of that relationship, regardless of whether the Child allegedly consents to the conduct of the staff member or volunteer.
- (e) Members will take full responsibility for their relationships with Children. Members will carry out their obligations towards Children in an appropriate manner that does not include sexual activities or sexual relationships of any sort whatsoever.
- (f) Members who engage in Child Abuse or Sexual Exploitation of a Child will be subject to discipline, which may include immediate termination for cause of their employment or engagement with the Church, or any other form of sanction deemed appropriate by the Church.
- (g) The Church reserves the right to take all steps it deems necessary to ensure the continuing physical and emotional integrity and well being of Children who are attending the Church facilities or participating in the activities of the Church, which steps may include contacting the appropriate authorities which may include the Police.

SECTION II **POLICY**

2.01 Policy and Procedure as it relates to Child Abuse

- (a) Section 72 of the *Act* imposes a duty on any person who believes on reasonable grounds that a Child under the age of 16 is or may be in need of protection to report this belief and the information upon which the belief is based to the Children’s Aid Society (“CAS”). Where a Member reasonably believes that a Child is or may be suffering Child Abuse, it is the legal obligation of the Member to report this belief to

the CAS. The Church stresses that this obligation is not only a legal one but is also a moral one in keeping with Christian values.

- (b) Pursuant to their legal and moral obligations, Members will immediately report Child Abuse to the CAS.
- (c) Members are directed to promptly report the Child Abuse to the Senior Pastor and Board Member, in order to ensure that the Church can take all reasonable and appropriate steps to limit the Child Abuse and the threat posed by the Accused if the Accused is a Member or has access to Church facilities or participates in Church activities.
- (d) Members are required to keep the Senior Pastor and Board Member fully informed of any investigation they may be involved in arising from the reporting of Child Abuse, unless they are otherwise directed not to do so by a criminal or civil authority of competent jurisdiction, such as an investigating police force or the CAS.
- (e) The reporting obligations imposed pursuant to Section 72 of the *Act* are ongoing. Members must report any additional grounds that they might have to suspect that a Child is suffering Child Abuse.
- (f) Members do not need to be sure that a Child is suffering Child Abuse in order to make a report of Child Abuse to the CAS. If Members are unsure about possible Child Abuse, then they are directed to err on the side of caution and immediately report their concerns to the CAS.
- (g) If a report of Child Abuse is made against a Member, then the Member will immediately be suspended from performing any services or duties for the Church (with pay, if applicable). The suspension of the Member will remain in effect until the Member is exonerated from any criminal charges arising from the Child Abuse, or any investigation commenced by the CAS and/or the police is completed with a determination that the Child Abuse did not occur. Under these circumstances, the suspension will end and the Member will be entitled to return to performing his or her pre-suspension services or duties.
- (h) If a Member is convicted in a criminal court of Child Abuse, or pleads guilty to some lesser and included offense arising from the Child Abuse, then the Member will immediately be terminated with cause from any services or duties he or she may be performing for the Church.
- (i) Regardless of whether a Member is suspended or terminated, such Member will not take part in Church programs or activities involving children during the Suspension Period or following termination.

2.02 Policy and Procedure as it relates to Sexual Exploitation

- (a) Pursuant to this Policy, if the Child is between the ages of 16 and 18, then Members shall immediately report any acts or complaints of suspected Sexual Exploitation of a Child by a Member to the Police.
- (b) Members will co-operate with any investigations conducted by the Police, to determine whether Sexual Exploitation has occurred.
- (c) Upon learning of a complaint of Sexual Exploitation (the “Complaint”), the Accused will immediately be suspended from all duties with the Church (with pay, if applicable), to allow for the Police to investigate the Complaint.
- (d) Upon learning of a Complaint, the Senior Pastor or his/her delegate where appropriate, shall notify the Church’s insurance provider of the Complaint.
- (e) At the conclusion of the Investigation by the Police, the Senior Pastor or his/her delegate where appropriate will render his/her determination in writing in relation to the Complaint as well as the remedies and/or sanctions to be imposed, if any, on the Accused as a result of the determination (the “Determination”).
- (f) The Investigation by the Police and the Determination arrived at by the Senior Pastor or his/her delegate where appropriate will be kept in the strictest confidence by all the parties involved, unless disclosure is required by law.
- (g) The Determination of the Senior Pastor or his/her delegate where appropriate is final and is not subject to review or appeal.
- (h) If a Member is suspended or terminated to allow an investigation, such member will not take part in Church programs or activities wherever they may be carried out during the Investigation by the Police until a determination has been made.
- (i) If a Member is terminated as a result of inappropriate behaviour involving a child participating in Church activities, such Member shall not participate in Church activities or programs wherever they may be carried out following termination.
- (j) Upon receiving a complaint that Sexual Exploitation has occurred, the Senior Pastor or his/her delegate where appropriate, will fully co-operate with any investigations that might be commenced by the appropriate authorities, including the Police.
- (k) The Child will be advised of the counseling services that are available and will be assisted in reporting the Sexual Exploitation to the appropriate authorities if the Child wishes to do so. The Child will be provided with counseling services, if required and requested.
- (l) The remedies and/or sanctions which may be imposed against the Accused as part of the Determination may include, but are not limited to, suspension with or without

pay, or termination for cause from the Church, depending on the seriousness and nature of the Complaint. The remedies and/or sanctions to be imposed by the Senior Pastor or his/her delegate where appropriate will be in their sole discretion. If the Senior Pastor or his/her delegate where appropriate determine that the Complaint was frivolous or vexatious in nature or was made with no basis in fact, then the Senior Pastor or his/her delegate where appropriate will dismiss the Complaint.

- (m) A record of the Complaint, the Investigation and the Determination shall be kept in the records of the Child and Accused to be maintained by the Church.

2.03 General Policies for Ministry with Children

- (a) All Pastors, Youth Pastors, Lay Pastors, Board Members, Church Members, Directors, Officers, Sunday School Instructors, Administrators, Pastoral Counselors, Youth Group Facilitators, Employees and Volunteers and/or any other persons who perform duties on a full-time and/or a part-time basis, either in a paid capacity or as a volunteer of the Church (hereinafter referred to as the “Applicant(s)”) who wish to work in Ministry with Children on behalf of the Church are required to complete an application form. If the Applicant is younger than 18 years of age, he/she shall use the application form attached which is as Schedule “A,” or if the Applicant is 18 years of age or older, he/she shall use the application form which is attached as Schedule “B”.
- (b) All Applicants shall be required to reapply to the Church for approval to work in Ministry with Children every four (4) successive years, and to complete the appropriate application form and Police Records Check then in effect.
- (c) When first applying to work in Ministry with Children on behalf of the Church, all Applicants shall provide three character references (the “References”) as part of their application. The References are to be provided in the Applications attached as Schedule “A” and Schedule “B”. The Church shall contact and interview the References provided by an Applicant.
- (d) All Applicants will be subject to an interview by the Church. All Applicants who are 18 years of age or older are required to complete a Criminal Record Release Form. A sample form is attached as Schedule “C” however, most jurisdictions have adopted their own specific forms.
- (e) All Applicants shall be advised by the Church if they have been accepted to work in Ministry with Children on behalf of the Church.
- (f) All Applicants who are accepted by the Church to work in Ministry with Children shall be subject to the authority of the Senior Pastor and shall be referred to in this Policy as Members.

- (g) In working in Ministry with Children there shall be a minimum of two Members present together at all times.
- (h) Ministry with an individual Child shall only be undertaken with the specific written approval of the Parent(s) of the Child.
- (i) No overnight stays by a Child shall be permitted as part of the work with in Ministry with Children unless:
 - (i) a Child who is under the age of 12 stays with either one or both of the Child's Parents; or
 - (ii) a Child who is under the age of 16 but is over the age of 12 stays with either one or both of the Child's Parents, alternatively, the written consent of the Child's Parent(s) to such an overnight stay has been provided on a consent form prepared by the Church from time to time.
- (j) All Members are prohibited from disciplining a Child using any form of physical contact, or emotional or psychological pressure, abuse or intimidation.

The undersigned hereby acknowledges receiving and reading this Child Abuse and Sexual Exploitation Policy and agrees to be bound by its terms.

DATED AT _____, THIS ____ DAY OF _____ 2004.

Witness

Signature

Schedule “A”
Application Form for Applicants Under 18 Years of Age

1. THIS FORM IS TO BE USED FOR ANY PERSON UNDER 18 YEARS OF AGE

(the “Church”) is committed to providing a safe

(Name of Church)

environment for Children who are in attendance at the Church or are participating in

activities of the Church. Therefore it is the policy of (Name of Church)

to screen all Applicants who wish to work in Ministry with Children.

PLEASE COMPLETE THE FOLLOWING:

i) Name: _____

Address: _____

City: _____ Province: _____

Postal Code: _____ Home Phone: (____) _____ - _____

E-Mail: _____

Ministry Position for which you are applying: _____

If this ministry is not available, would you consider a different ministry? Yes No If yes, which ministries might interest you? _____

Please provide a contact in case there is an emergency:

Name: _____ Relationship to you: _____

Address: _____

City: _____ Postal Code: _____

Phone: (Res.) _____ (Bus.) _____

b) Why do you want to volunteer for this Ministry position?

What Gifts, talents and skills do you bring to this Ministry position?

What life experiences have prepared you for this Ministry position?

Are you willing to participate in Training Days? _____

Are you prepared to attend Training Courses on Ministry with Children? _____

Have you been involved, or are you presently involved in working with Children's Ministries? _____

What background/training do you have in working in Ministry with Children? _____

Please give a description of any involvement you have had with Children's Ministries in the last five years. _____

- I certify that the information that is provided on this Volunteer Information Form is true and complete.
- I understand that this information will remain confidential and is the property of the Church.
- If I have indicated that I would consider volunteering in another area of ministry, then I understand that my name and phone number will be given to the appropriate ministry leader so that she/he may contact me.

Signature: _____ Date: _____

Parent's/Guardian's Consent

I, _____ give my permission for _____
(Your name) *(Name of Applicant)*

to volunteer at _____ and I take responsibility
(Name of Church)
for him/her. I understand that he/she is to participate as _____
(Type of ministry)

and will be expected to comply with the terms of the Child Abuse Policy for the Church and will be faithful in honouring his/her volunteer commitments.

I also understand that should he/she fail to comply with the Child Abuse and Sexual Exploitation Policy, his/her participation in this position will be terminated immediately.

Schedule "B"

Volunteer Information Form for Applicants

(the "Church") is committed to providing a safe

(Name of Church)

environment for Children who are in attendance at the Church or are participating in

activities of the Church. Therefore it is the policy of *(Name of Church)*

to screen all Applicants who wish to work in Ministry with Children.

c) PLEASE COMPLETE THE FOLLOWING:

i) Name: _____

Address: _____

City: _____ Province: _____

Postal Code: _____ Home Phone: (____) _____ - _____

E-Mail: _____

Ministry Position for which you are applying: _____

If this ministry is not available, would you consider a different ministry? Yes No If yes, which ministries might interest you? _____

Please provide a contact in case there is an emergency:

Name: _____ Relationship to you: _____

Address: _____

City: _____ Postal Code: _____

Phone: (Res.) _____ (Bus.) _____

d) Why do you want to volunteer for this Ministry position?

What Gifts, talents and skills do you bring to this Ministry position?

What life experiences have prepared you for this Ministry position?

Have you held a volunteer position with another organization? Yes No How long have you been a member of this Church? _____

How did you hear about this Ministry position? _____

Are you willing to participate in Training Days? _____

Are you prepared to attend Training Courses on Ministry with Children? _____

Have you been involved, or are you presently involved in working with Children's Ministries?

What background/training do you have in working in Ministry with Children? _____

Please give a description of any involvement you have had with Children's Ministries in the last five years. _____

If a position is presented to you, are you prepared to consent to a Police Records Search?

(1) Yes No

If yes please arrange to obtain a Police Records check. If no, why not?

Do you have a driver's license: If yes, the driver's license number is:

Have you been convicted of a criminal offence for which a pardon has not been granted or for which a pardon has been revoked? Yes No

If yes, please provide details. _____

- I certify that the information that is provided on this Volunteer Information Form is true and complete.
- I understand that this information will remain confidential and is the property of the Church.
- If I have indicated that I would consider volunteering in another area of ministry, then I understand that my name and phone number will be given to the appropriate ministry leader so that she/he may contact me.

Signature: _____ Date: _____

Please list three (3) people who know you and can describe your suitability for this ministry. (i.e. a teacher, coach, senior member of the Church, neighbour, etc.)

Please remember to tell these people that the Church will be contacting them.

Name: _____ Phone: _____

Address: _____

City: _____ Postal Code: _____

Relationship to you: _____

Name: _____ Phone: _____

Address: _____

City: _____ Postal Code: _____

Relationship to you: _____
Name: _____ Phone: _____
Address: _____
City: _____ Postal Code: _____
Relationship to you: _____

I, _____, authorize a member of _____
(Name of Applicant) *(Name of Church)*

to contact the character references which I have listed on this Volunteer Information Form, in order to collect the information which is appropriate to the Church. I understand that the information obtained will be confidential.

Signature Date

(a) PLEASE RETURN THIS COMPLETED FORM TO THE CHURCH

Schedule “C” Criminal Record Release

POLICE RECORD SEARCH

Please print clearly
See attached instructions

(Insert name and address of Church)

PERSONAL INFORMATION		<input type="checkbox"/> NON-VOLUNTEER	<input type="checkbox"/> VOLUNTEER		
Describe the Position Applying for		Sex <input type="checkbox"/> M <input type="checkbox"/> F	Date of Birth Year-Month-Day		
Surname	First Name	Middle Name	Place of Birth		
Mailing Address		Other Names Used	Maiden Name		
Town/Municipality	Province	Postal Code	Telephone		
IDENTIFICATION VERIFIED BY		Driver's License Number			
FIVE YEAR ADDRESS HISTORY – (INCLUDES CURRENT ADDRESS)					
Number	Unite	Street	City	Province	How Long? Years/Months
Number	Unite	Street	City	Province	How Long? Years/Months
Number	Unite	Street	City	Province	How Long? Years/Months
Number	Unite	Street	City	Province	How Long? Years/Months
CONSENT TO DISCLOSE PERSONAL INFORMATION					

1. **I HEREBY CONSENT** to a search being made in the automated Criminal Records Retrieval System maintained by the R.C.M.P. to ascertain if I have been convicted of and been granted a pardon for any of the sexual offences that are listed in the schedule to the *Criminal Records Act*.

2. **I HEREBY RELEASE** and discharge the _____ and all Members of the said Service from any and all actions, claims and demands for damages, loss or injury howsoever arising which may hereafter be sustained by myself as a result of the disclosure of information by the _____. I hereby authorize the _____ to inquire into and disclose the results of any police records indicating criminal convictions, conditional and absolute discharges and related information, outstanding criminal charges, or detains of police investigated incidents that the _____ believes may assist an agency in making an informed decision, and to conduct local police information searches with any Police Service in Canada.

3. **I CERTIFY** that the information provided by me in this application is true and correct to the best of my knowledge and belief. I have read this consent, understand it and agree to it in its entirety.

Signed this _____ day of _____, 200_____

Signature of Applicant

FOR POLICE USE ONLY

	THIS IS TO CERTIFY THAT THERE ARE <u>NO</u> POLICE AND/OR CRIMINAL RECORD(S)
	THIS IS TO CERTIFY THAT THE ABOVE-NAMED <u>HAS</u> A POLICE AND/OR CRIMINAL RECORD(S) <i>Please refer to attached documents.</i>

This record may or may not pertain to the subject of your enquiry. Positive identification can only be confirmed through fingerprints. _____ does not guarantee the length of time that the aforesaid information is valid.

Dated Completed: _____ Signed: _____
 YY/MM/DD Representative of Police Service – Signature must be embossed

This search is intended for individuals seeking employment and/or a volunteer position with children. Information is collected and disclosed according to Section 29(1) and 32 of the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*

(i) SCREENING INSTRUCTIONS

DEFINITION: Non-Volunteer means any person receiving income for their service, or allocation of hours as part of the Church related program. The **Non-Volunteer** process requires that the applicable pre-paid fee be paid. On occasion the volunteer may be asked by the Police Service to request a letter verifying the applicant is a volunteer under the definition described above.

(ii) PROCEDURE

1. The “Police Record Search Form” **must not be altered.** Your full Agency mailing address and telephone number must appear at the top of the form. **These instructions must appear on the back of the Police Records Search Form.**
2. The Applicant **must attend in person,** during regular business hours to the Police Agency in the jurisdiction in which they reside.
3. The Applicant **must** produce two pieces of government issued identification; one of which must have a photograph e.g. Driver’s License, Health Card, Passport, Birth Certificate, and Citizenship Card.
4. Allow approximately 21 days to process your application. You will be required to re-attend at the Police Agency to pick up your completed form.

(iii) INFORMATION FOR RELEASE

- | | |
|--|--|
| <p>1. Information considered for release is as follows:</p> <ul style="list-style-type: none"> ◆ criminal convictions, where a pardon has not been granted ◆ outstanding Criminal Charges ◆ Prohibition/Judicial orders information (i.e.: prohibition from Possession of Weapons, Restraining Orders, etc.) ◆ Records of Not Guilty by reason of Mental Incompetence | <p>2. The following information may be considered for release where it is deemed appropriate:</p> <ul style="list-style-type: none"> ◆ Suspect/Criminal information; where the release of such will not hinder any ongoing investigation ◆ Arrest under the <i>Mental Health Act</i> ◆ Complainant/Victim information in regards to domestic violence ◆ Victim information in regards to Attempted Suicide ◆ Any other information deemed relevant |
|--|--|

Board approval , Year
Membership approval , Year

MFW:ag
