



What You Should Know About... Getting Your Vulnerable Sector Check

It's common for those working or volunteering in the early learning and child care sector to be asked to obtain a vulnerable sector check.

What is a vulnerable sector check?

A vulnerable sector check is an enhanced criminal record check. This type of record check was created in 2000 to protect children and vulnerable persons and is governed by section 6.3(3) of the *Criminal Records Act*.

Vulnerable sector checks are used to verify if an individual has a record suspension (formerly pardon) for sex offences. They also include checks of national data bases maintained by the RCMP and local police records where the applicant lives.

Vulnerable Sector Checks provide hiring individuals and organizations with essential information that is used to assess the suitability of individuals to work or interact with vulnerable members of society. This process includes a search of active files in the National Repository of Criminal Records and searches of other police databanks and local police records. Only a police force or other authorized body may verify if there is a notation on a subject's file indicating a record suspension exists for an identified sexually based offence.

They further may only verify if this notation exists where:

1. The check is requested by the hiring person or organization;

2. There is a paid or volunteer position;
3. The position is one of trust or authority over a child or vulnerable person; and,
4. The applicant provides written consent for the verification.

Who conducts a vulnerable sector check?

Vulnerable sector checks must be conducted by the local Canadian police service where an applicant lives or by an authorized body.

Who decides who needs a vulnerable sector check?

It is the responsibility of the organization or person responsible for the vulnerable person/people to request a vulnerable sector check. Equally, it is the person or organization responsible for the vulnerable person/people who decides how often a vulnerable sector check must be repeated.

Who can get a vulnerable sector check?

People who volunteer or have jobs where they are in positions of trust or authority over children or vulnerable persons can be asked to obtain a vulnerable sector check. Children are defined as being anyone under the age of 18. Vulnerable persons are people who, because of their age, disability or other circumstance, are more vulnerable than others.

What is the process for obtaining a vulnerable sector check?

The initial decision to request a vulnerable sector check is made by the hiring

company or volunteer organization. If they determine that a position is one of trust or authority over children or vulnerable persons, they can request that an applicant for the position obtain a vulnerable sector check.

The applicant applies to the police service where he/she lives. The applicant will be required to provide the police service with the following information:

- A description of the position
- The name of the organization staffing the position
- Details regarding the children or vulnerable persons

The police service conducting the vulnerable sector check may ask for more information. The police service will use this information to determine if the position meets the legal requirements to conduct a vulnerable sector check.

The police service will conduct name based checks of all of the data bases. In some cases the applicant will be required to submit fingerprints for identity confirmation. The use of fingerprints ensures the accuracy of the identification process.

Once the vulnerable sector check is completed, the police services completing the vulnerable sector check will send the results to the applicant or to the requesting organization.

For further information on the Vulnerable Sector /Criminal Record Check processes please contact CCRTIS-SCICTR@rcmp-grc.gc.ca