# Home Child Care Agency Criminal Reference Check Policy and Procedures

Name of Home Child Care Agency: Click here to enter text.

Date Policy and Procedures Established: Click here to enter text.

Date Policy and Procedures Updated: Click here to enter text.

## Policy

### Obtaining Vulnerable Sector Checks

* [insert policies and procedures that describe the process for obtaining a vulnerable sector check]

### Submitting Offence Declarations

* [insert policies and procedures that describe the process for obtaining offence declarations]

### Confidentiality

* [insert policies and procedures that describe how the confidentiality of information contained in a vulnerable sector check, offence declaration or attestation will be protected]

### Considering and Using Information

* [insert policies and procedures that describe the way in which any information revealed in a vulnerable sector check or offence declaration may be considered and used]

### Additional Measures to Protect Children

* [insert the additional measures that will be put in place when a person who has not provided a vulnerable sector check may be permitted to start their employment or volunteer position, or to start providing home child care or otherwise start interacting with children at a home child care premises, such as requiring the supervision of all interactions between the person and the children]

Regulatory Requirements: Ontario Regulation 137/15

Policies and procedures re reference checks

65. Every licensee shall ensure that there are written policies and procedures that address,

1. the process for obtaining a vulnerable sector check or attestation;
2. the process for submitting an offence declaration;
3. how the confidentiality of information contained in a vulnerable sector check, offence declaration or attestation will be protected;
4. the way in which any information revealed in a vulnerable sector check, offence declaration or attestation may be considered and used; and
5. the additional measures that will be put in place when a situation described in subsection 61 (1) occurs to protect the children who interact with the person until the vulnerable sector check is obtained, such as requiring the supervision of all interactions between the person and the children.

**Disclaimer:** This document is a sample template for a policy and procedure that has been prepared to assist licensees in understanding their obligations under the CCEYA and O. Reg. 137/15.  It is the responsibility of the licensee to ensure that the information included in this document is appropriately modified to reflect the individual circumstances and needs of each home child care agency it operates and each premises where the licensee oversees the provision of home child care.

Please be advised that this document does not constitute legal advice and should not be relied on as such. The information provided in this document does not impact the Ministry’s authority to enforce the CCEYA and its regulations. Ministry staff will continue to enforce such legislation based on the facts as they may find them at the time of any inspection or investigation.

It is the responsibility of the licensee to ensure compliance with all applicable legislation. If the licensee requires assistance with respect to the interpretation of the legislation and its application, the licensee may wish to consult legal counsel.