

VULNERABLE SECTOR SCREENING/CHECKS DURING COVID-19 CLOSURE PERIOD

In order to apply for a Level 3 Vulnerable Sector Screening/Check (VSS/VSC) during the Covid-19 closure period applicants must apply to the regional police service in the area they reside. Procedures for applying for a VSS/VSC for a number of regional police services are set out below. The Toronto District School Board is currently collecting VSS/VSC for newly hired employees and service providers/contractors. Police Record Checks are not being processed for volunteers during the Covid-19 closure period.

TORONTO POLICE SERVICE (TPS)

Residents of Toronto with a postal code beginning with “M” can obtain a Vulnerable Sector Screening (VSS) with Toronto Police Service. Toronto Police will accept a Vulnerable Sector Screening (VSS) application through the mail (you cannot apply in person or on-line).

How to submit your Vulnerable Sector Screening request:

- Get the Consent to Disclosure (Vulnerable Sector Screening) form from TDSB Employee Services.
- Ensure the form is printed on full **legal sized paper** – TPS will **not** accept it in any other format or size
- Ensure the entire form is completed and signed by yourself and has the TDSB contact person’s signature (Marla Fowler)
- You must include the appropriate fee attached to the form (Certified cheques, money orders, or business cheques made payable to Toronto Police Service. **(Personal cheques are not accepted)**)
- Mail your application to the address listed on the top of the form or submit your application in person at the Police Reference Check Program’s “drop off box” located in the lobby of 40 College Street

Cost and Acceptable forms of Payment

VSS Employment applications fee is \$65 (this administrative fee does not apply to individuals under the age of 18). Certified cheques, money orders, or business cheques made payable to Toronto Police Service will only be accepted. Personal cheques will **not** be accepted

How to receive the results of your VSS

The results of your VSS are mailed to you (the applicant) directly. It is your responsibility to provide TDSB with the results of your screening by emailing a copy of the results to policereferencecheckoffice@tdsb.on.ca including your name & your role with TDSB and confirm in writing “The document attached is a scan of the original document and has not been altered in any way” in your email.

Processing Time

The Toronto Police process takes 10 business days from receipt of request, there may be additional delays if fingerprinting is required. For a faster response option, applicants can request Expedited Service at an additional non-refundable cost, and subject to specific criteria as outlined on the TPS website.

YORK REGIONAL POLICE SERVICES

You can apply online at <https://event.yrp.ca/OnlineClearance/> for a Vulnerable Sector Check (Level 3) (VSC)

How to receive the results of your VSC

Results for urgent requests are emailed and mailed out to the applicant directly from York Regional Police Services. Non-essential workers will be sent the original letter containing the results only by mail. It is your responsibility to provide TDSB with the results of your VSC by emailing a copy of the VSC results to policereferencecheckoffice@tdsb.on.ca including your name & your role with TDSB and confirm in writing “The document attached is a scan of the original document and has not been altered in any way” in your email.

Processing Time

The York Region Police process takes 7-10 business days. There may be additional delays if fingerprinting is required.

DURHAM REGIONAL POLICE SERVICES

You can apply on-line at <http://members.drps.ca/OnlineClearance/Default.aspx> for a Vulnerable Sector Check (Level 3).

How to receive the results of your VSC

Results will be sent by mail directly to the applicant. It is your responsibility to provide TDSB with the results by emailing a copy of the VSC results to policereferencecheckoffice@tdsb.on.ca including your name & your role with TDSB and confirm in writing "The document attached is a scan of the original document and has not been altered in any way" in your email.

Processing Time

The Durham Regional Police process takes 2-4 weeks and may have additional delays if fingerprinting is required.

PEEL REGIONAL POLICE SERVICES

For Summer school staff only, you can apply online at <https://rec-check.peelpolice.ca/> for a Vulnerable Sector Check (Level 3). All staff starting work in September or later, cannot apply for a VSC until end of June 2020 (approximately).

How to receive the results of your VSC

Results will be mailed directly to the applicant. It is your responsibility to provide TDSB with the results by emailing a copy of the VSC results to policereferencecheckoffice@tdsb.on.ca including your name & your role with TDSB and confirm in writing "The document attached is a scan of the original document and has not been altered in any way" in your email.

Processing Time

The Peel Regional Police process takes 10-15 days and may have additional delays if fingerprinting is required.

ALL OTHER REGIONAL POLICE SERVICES

Please contact the regional police service in the area you reside to find out the procedures for applying for a Vulnerable Sector Check (Level 3) during the Covid-19 closure period. It is your responsibility to provide TDSB with the results of the Vulnerable Sector Check (Level 3) by emailing a copy of the results to policereferencecheckoffice@tdsb.on.ca including your name & your role with TDSB and confirm in writing "The document attached is a scan of the original document and has not been altered in any way" in your email.