

Huron Perth Healthcare Alliance	
HR Policies and Procedures	Original Issue Date: November 22, 2018
Vulnerable Sector Check	Review/Effective Date: October 01, 2019
Approved By: Director, Human Resources	Next Review Date: October 01, 2021

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1. POLICY STATEMENT

The Huron Perth Healthcare Alliance (HPHA) conducts Vulnerable Sector Checks as part of the recruitment process to:

- Protect the public interest in the delivery of HPHA programs and services;
- Ensure the safety of patients and employees;
- Safeguard HPHA funds, property and assets; and
- Ensure and maintain public confidence and trust in the HPHA.

- 1) All new HPHA staff, students and volunteers must successfully complete a Vulnerable Sector Check (VSC) as appropriate
- 2) The requirement for a VSC will be clearly stated on all career postings.
- 3) The requirement to obtain and maintain information related to an individual's charges, convictions or Criminal Record must be balanced with the requirement to maintain an individual's right to privacy and confidentiality.

3. SCOPE

This policy extends to all new hires, students and volunteers, each of whom must complete the VSC process as directed in this policy.

4. DEFINITIONS

The following definitions apply to this Policy:

Vulnerable Sector Check (VSC): Criminal record and Judicial Matters Check plus findings of Not Criminally Responsible due to mental disorder, record suspensions (pardons) related to sexually-based offences, and non-conviction information related to the predation of a child or other vulnerable person (i.e., charges that were withdrawn, dismissed or stayed, or that resulted in acquittals).

Vulnerable person means a person who, because of age, disability or other circumstances, whether temporary or permanent, is (a) in a position of dependence on others; or (b) are otherwise at a greater risk than the general population of being harmed by a person in a position of authority or trust relative to them.

A VSC is performed in cases where an individual would be in an employment or volunteer position of trust or authority over children or other vulnerable persons.

Satisfactory VSC – means either:

- 1) A clear VSC indicates that no Criminal Record/charges exist OR
- 2) A VSC has indicated that Criminal Record/charges exist and that an evaluation/assessment by the Director, Human Resources has found the record/charges are not relevant to the duties being performed or do not present a significant risk to the HPHA, its patients or the public.

5. PROVISIONS

Job Duties/Types of Employment

VSCs

The HPHA has determined, in conjunction with the Stratford Police Department, that all staff/volunteers/students must successfully complete a VSC as a condition of their employment or association with HPHA.

Students:

The process for students will be identified and monitored by the Corporate Lead, Training and Development. HPHA will make all affiliated schools and students aware that completion of the VSC is required. If the applicant is under the age of 18 and a VSC cannot be completed by the respective police department, the student will sign a Vulnerable Sector Declaration Form.

Volunteers:

All volunteers will be required to complete a VSC. The Corporate Lead, Volunteer Services, will provide direction and support to the volunteers, ensuring completion of this process. It is the incumbent's responsibility to pay for the VSC and submit receipt for reimbursement.

Staff:

All new staff will be required to complete a VSC. The Human Resources team will provide direction and support to staff, ensuring completion of this process. It will be the incumbent's responsibility to obtain and pay for the required VSC. Staff will not be reimbursed for the VSC.

Hiring Process

During the recruitment phase, candidates will be informed that they will need to provide a satisfactory VSC.

It is recognized that, at times, it can take a substantial amount of time to receive the results of a VSC. Consequently, it may be necessary, in limited circumstances, to extend a job offer to an individual prior to receiving the results of a VSC. The candidate will, in these circumstances, be required to complete a Declaration Form (Attachment A), indicating that they have no vulnerable sector violations.

The final job offer will be contingent upon receipt of a clear VSC or confirmation of the VSC request through the applicants' respective police station. The employee will provide a copy of the receipt on or before the start date indicating they have initiated the VSC process. If the VSC is not received within 60 days, the employee may be terminated with instruction that future employment cannot be considered until a VSC is successfully completed.

ACKNOWLEDGEMENT AND AGREEMENT

I _____ acknowledge that I have read and understand the Huron Perth Healthcare

(Name- please print)

Alliance's Vulnerable Sector Check Policy. I agree to adhere to this policy in its entirety.

Signature

Date