

Appendix Title	APPENDIX A: AP 7380-D and AP 7381-D Criminal Background Check Application Process		
Date of Issue	October 30, 2013	Related Policy/Procedure	AP 7380-D, AP 7381-D
Revision Date(s)	September 24, 2014; November 8, 2017, December 21, 2022; November 22, 2023	Originator	Human Resources Services

The requirements for applying for a criminal background check for residents of Grey or Bruce County are described below. Applicants residing outside of Grey or Bruce County should contact their local police station for application requirements.

Applicants and volunteers are required to provide a letter from the board in order receive a police record check. This letter must include the following information:

1. On organization letterhead
2. Dated
3. Has applicants' legal name
4. Indicates the position
5. Details about the role, showing how the position relates to working with vulnerable people
6. Signed by an authorized agency personnel

This letter is provided to applicants in the new hire paperwork. Volunteers will require a letter from the school administrator. See example in section 3.0.

1.0 Ontario Provincial Police

- a) Ontario Provincial Police (OPP) record checks are completed online. Applicants residing in the OPP jurisdiction are required to follow directions online by visiting the OPP website.
- b) The following is a list of OPP detachments in Grey and Bruce Counties, and their location:

Bruce Peninsula OPP	Wiarton ON
Grey County OPP	Chatsworth ON
South Bruce OPP	Kincardine ON and Walkerton ON

2.0 Municipal Police Services

Applicants and volunteers residing in the following jurisdictions shall verify the preferred method (online or in person) to apply for a criminal background check (if required – only if in direct contact with a vulnerable person) including a vulnerable sector. Applicants should be reminded that they will be required to show identification (two pieces) and a letter from the school board.

- **Hanover Police Services, Hanover ON**
- **Owen Sound Police Services, Owen Sound ON**

- Saugeen Shores Police Services, Port Elgin ON
- West Grey Police Services, Durham ON

3.0 Sample Letter

For those police services that require a letter from the school/board, and one has not been provided in the employee's new hire paperwork, paste the following information onto school letterhead and update the information appropriately.

3.1 General Position Template

<Position Title>

<Name of OPP Detachment or Municipal Police Station>

To Whom It May Concern:

<Name of Applicant> hopes to secure a paid position within Bluewater District School Board as a/an **<name of position>**. A/An **<position title>** holds a position of trust and responsibility of the children under their supervision. **<additional information regarding interaction with children – e.g., Some children in their care may require additional support, such as aid with toileting and feeding. ESPs also support children in developing coping skills and regulating their behavior to interact positively with others. They may administer medication and/or perform health procedures. ESPs understand the importance of maintaining professional boundaries with children, families, and colleagues.>**

Since this **individual will have direct, in-person access to children**, we require a criminal background check including a vulnerable sector clearance check. This check should include sexual offence convictions for which the individual has received a record suspension where authorized by the Minister of Public Safety and Emergency Preparedness.

Thank you for your assistance.

Sincerely,

<Principal>