

Little Lambs Home Daycare

Criminal Reference Check Policy

Obtaining a Police Criminal reference check, vulnerable reference check or offence declaration is a required measure used by Little Lambs Home Daycare to determine whether individuals involved in the provision of child care may hold these positions of trust. No child receiving care from Little Lambs will be placed in a home that may put them at risk.

This is a requirement for all Home Child Care providers, ECE home visitors, volunteers, students and other persons who are in contact with children receiving child care at Little Lambs Home Daycare. The cost of the background check is set by the police services department and is paid by the applicant. Little Lambs Home Daycare does not pay for this record.

Before entering into an agreement with a potential home child care provider a criminal reference check with Vulnerable Sector check must be submitted from:

- The home child care provider
- Every person who is ordinarily a resident of the premises (over the age of 18) and
- Every person who is regularly at the premises (over the age of 18)

After an agreement has been made with the home child care provider a criminal reference check with Vulnerable sector screening must be obtained and submitted for:

- Every person who intends to become ordinarily resident of the premises, before the person becomes a resident. And
- Every person who intends to be regularly at the premises, before the person's begins interacting with the children receiving child care at the premises.

Criminal reference checks and Vulnerable Sector Checks must also be submitted from:

- Every ECE home visitor employed by Little Lambs Home Daycare, or
- Other staff of Little Lambs Home Daycare who may interact with children receiving child care at the premises, before they begin their employment, and
- Every volunteer or student who is on an educational placement with Little Lambs Home Daycare, before they can interact with children.

Police Record checks and Vulnerable Sector checks must be conducted:

- By a police officer
- Obtained no more than 6 months before being submitted to Little Lambs Home Daycare
- Before any child is placed at the premises
- On the 5th anniversary for every home child care provider, employee, volunteer, student who ordinarily interacts with children receiving child care at a premises overseen by Little Lambs Home Daycare.

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Confidentiality:

Criminal reference checks, vulnerable sector checks offence declarations and /or attestations will be kept on file at Little Lambs Home Daycare and safeguarded with the highest respect for confidentiality and privacy. No information provided through these requirements will be shared with exception where required by Reg 137/15.

DETERMINING SUITABILITY FOR NEW OR CONTINUED EMPLOYMENT / CONTRACT WORK

Home Child Care Providers/ECE Home visitors/staff

Little Lambs uses a variety of information when making decisions to offer an employment or contract position to an individual, such as experience and education. The information revealed in Police Services and Vulnerable Sector record searches is given prime consideration when determining suitability of an applicant.

Obtaining a Criminal Reference, Vulnerable Sector Check (VSC) record search helps:

- To determine whether an applicant is fit and suitable to hold a position of trust.
- To ensure the safety and well-being of children in care.

Persons will be deemed not suitable employees or contract workers for Little Lambs Home Daycare if screening from either agency discloses:

- Any interventions involving children, regardless of the time-frame.
- Criminal offence convictions involving children, including convictions for any offence set out in Section 9 of the Child Care and Early Years Act, 2014.

If the VSC identifies an offence or offences not related to children, factors that are considered include but are not limited to:

- The severity of the offence.
- The frequency of offences.

If it becomes known that an individual commits a criminal offence since providing the original Criminal reference check, VSC or signing the offence declaration form, the following are taken into account:

- The factors noted above.
- Whether the worker openly communicated that an offence occurred.

Termination may result based on the considerations. If the conviction involves children, termination of employment or the contact is absolute.

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Other Persons (student's, volunteers, personal ordinarily residents of the premises or normally at the premises)

Persons will be deemed not suitable to provide service at the child care premises or may halt the future relationship between the home child care provider and Little Lambs if the individual discloses:

- Any interventions involving children, regardless of the time-frame.
- Criminal offence convictions involving children, including convictions for any offence set out in Section 9 of the Child Care and Early Years Act, 2014.

If it becomes known that a person commits a criminal offence since Little Lamb's received the person's signed offence declaration form, the following are taken into account:

- The factors noted above.
- Whether the person openly communicated that an offence occurred.

Termination of service may result based on the considerations. If the conviction involves children, termination of service is absolute.

Past Conduct: Absolutely no relationship will be formed with the individual and Little Lambs Home Daycare if:

As per Ontario Reg 137/15

1. No individual shall provide child care if the individual has: been convicted of the following offences: sexual interference, child pornography, duty to persons to provide necessities, murder, infanticide, or, any other federal or provincial offence prescribed by the regulations.
2. Found guilty of professional misconduct under the ECE act, 2007, the Ontario College of Teachers act, 1996, the Social Work and Social Service Act, 1988 or another prescribed act.

In addition if anyone who ordinarily resides on the premises or normally visits the premises is found to be guilty of poor past conduct than Little Lambs Home Daycare will terminate any further business agreement/employment with applicant.

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Exceptions/Additional measures

If Little Lambs Home Daycare has reasonable grounds In accordance with Ontario reg 137/15 subsection 61 (1) to hire a staff member or contract a home child care provider due to an immediate need than the following policies and procedures will be followed:

1. The; staff, home child care provider, volunteer, student, persons ordinarily residents of the child care premises or normally at the premises are required to apply for a vulnerable sector check as soon as reasonably possible
2. Additional safety measures are followed:
 - a. An offence declaration must be provided and signed by the individual in question
 - b. Supervision is required of all interactions between the person and the children
 - c. Once a vulnerable sector check has been obtained from the individual it will be reviewed to check for past history that may be relevant to the individual's position with Little Lambs.

Annual Review:

Little Lambs will review annually all Home Child Care providers, employees, volunteers and students; vulnerable sector screening, criminal reference check, offence declarations and membership status (of RECE's, certified teachers, or social workers online on the respective public registers).