

PROCEDURE: Vulnerable Sector Check – Board of Directors

<p>Developed by: Administration</p>	<p>Review or Revision by: Vice President People and Support Services Board of Directors</p>
<p>Approval Date: Initial: March 30, 2011 Revised: May 2016, October 2021</p>	<p>Review or Revision Date: Every Three Years</p>
<p>Approved by: Board of Directors</p>	<p>Signature(s) _____</p>

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Definition

Vulnerable Sector Check – verifies whether an individual has a criminal record, as well as any record suspensions (formerly pardons) for sexual offences and local police records for information relevant to the vulnerable sector check.

Purpose

It is a requirement all new appointed members of the Board of Directors (“the Board”) provide an original police vulnerable sector check (PVSC), prior to joining the board at GGH. Placements are contingent on the successful completion of a PVSC. The requirement for a PVSC for nominees on the Board of Guelph General Hospital and/or committees will be included in all advertisements.

Responsibility & Steps in the Process

At the time of request to join the board

The Executive Assistant of the President & Chief Executive Officer (CEO) will send an information package to all applicants to the board, which will include an information sheet regarding the requirement of the PVSC at GGH and a listing of police stations for Waterloo Region, Guelph and Wellington County (Appendix C).

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If the applicant does not have a current PVSC (*i.e.: dated within the last six (6) months*) the applicant is directed by the Executive Assistant to the police station in the city where they reside to initiate the process for a PVSC. Please note, a PVSC normally takes up to 6 weeks to complete. However, depending on the nature of the results, a PVSC may take up to 120 days to complete.

The applicant is to return an original copy of the completed Police Vulnerable Sector Check directly to the Executive Assistant of the President & CEO as soon as possible after receipt.

Significant Delay in Receiving Police Vulnerable Sector Check (Appendix B)

If there is a significant delay in receiving the PVSC, that is beyond the control of the applicant to the Board, at the discretion of the Board Chair and President & CEO, an offer to sit on the Board will be extended contingent upon receipt of a satisfactory Police Vulnerable Sector Check. The Board member's appointment will be contingent upon a clear PVSC. The Board member may commence orientation/training to the Board and attend meetings as a guest.

Un-cleared Police Vulnerable Sector Check

As per the policy, the presence of an unclear PVSC does not automatically disqualify an applicant from a position.

The Board Chair and President & CEO, in consultation with the Vice President People and Support Services will assess each situation. If necessary, the hospital reserves the right to request additional information and clarification from the applicant to determine to what extent the applicant would pose a risk to children and/or vulnerable adults or the hospital's reputation.

If the offer of a position on the Board is no longer being extended after all factors are considered, the Board Chair and President & CEO or delegate will notify the applicant.

Reimbursement of a Police Vulnerable Sector Check

Any and all costs associated with obtaining the PVSC will be reimbursed at the request of the Board Member

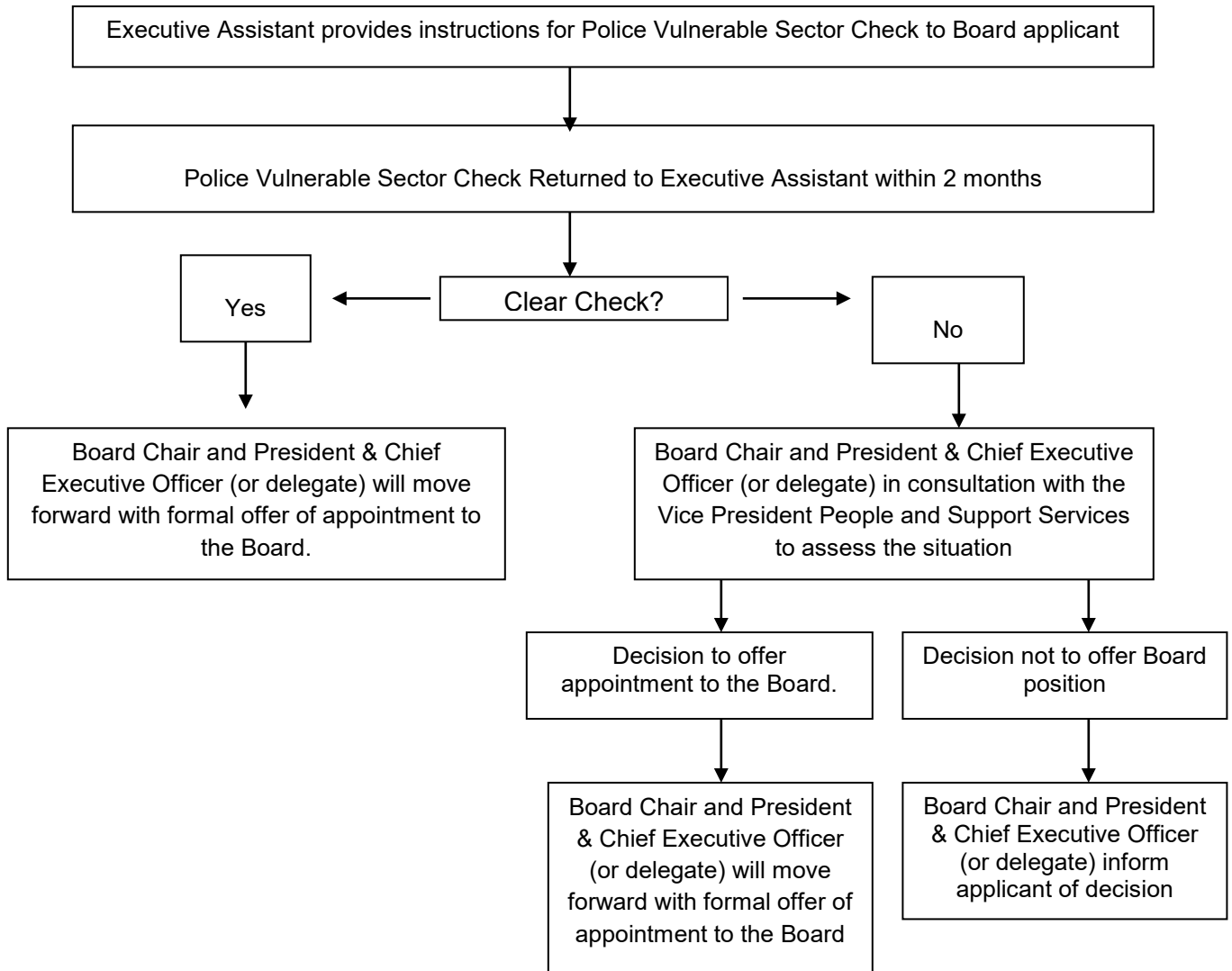
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Storage of a Police Vulnerable Sector Check

- The original copy of the PVSC will be retained in the Board Member file, located in the Administration offices of the hospital.
- The Executive Assistant to the President & CEO will shred all PVSC information when the Board Member is no longer active on the Board.

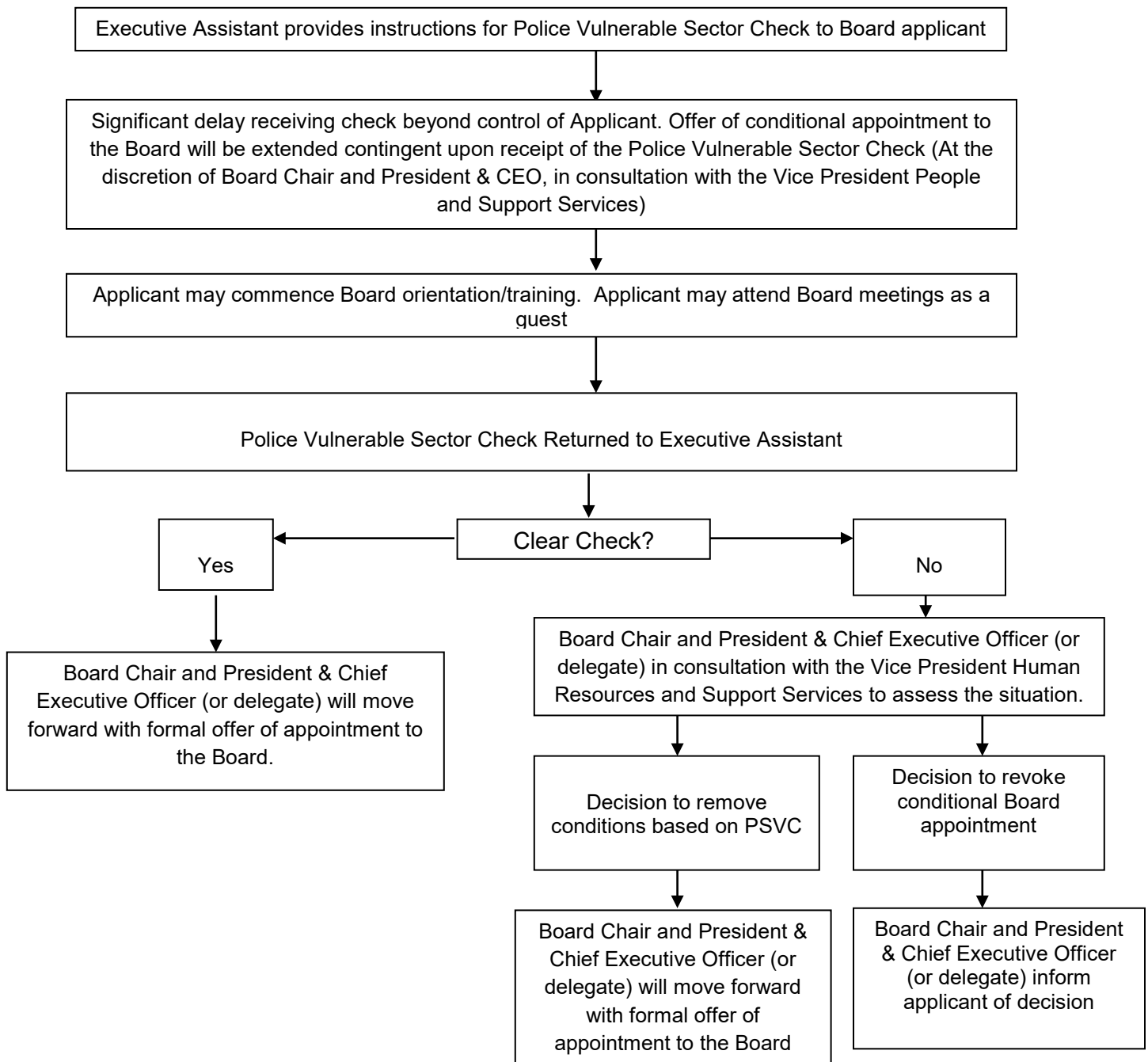
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**Appendix A
Board of Directors Police Vulnerable Sector Check**



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**Appendix B
Board of Directors Police Vulnerable Sector Check –
Conditional Appointment to Board due to Delay in Receiving Criminal Record
Check**



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**Appendix C
Police Vulnerable Sector Check Board of Directors**

All new member of the Board of Directors are required to provide an original Police Vulnerable Sector Check, prior to commencing any position at Guelph General Hospital.

The Police Vulnerable Sector Check must be dated within the last six (6) months. Any and all costs associated with obtaining the criminal record check will be reimbursed at the request of the Board Member.

The original copy of the Police Vulnerable Sector Check, and any additional information requested, will become the property of Guelph General Hospital, and will not be copied or forwarded to any other institution or individual.

As per the hospital policy, the presence of a criminal record does not automatically disqualify an applicant from a position. If necessary the hospital reserves the right to request additional information and clarification from the applicant to determine to what extent an applicant would pose a risk to children and/or vulnerable adults and the hospital's reputation

Please contact your local Police department or OPP detachment as per below to make arrangements to obtain a Police Vulnerable Sector Check.

<p><i>Guelph</i> Guelph Police Services 15 Wyndham Street South Guelph, Ontario Phone: 519-824-1212 ext 224</p> <p>Office Hours: Wed 10:00 a.m. to 6:00 p.m. Thurs 9:00 a.m. to 1:00 p.m. Fri 9:00 a.m. to 5:00 p.m.</p>	<p><i>Kitchener, Waterloo or Cambridge</i> Waterloo Regional Police Services Cambridge 200 Maple Grove Road Cambridge, Ontario Phone: 519-653-7700</p> <p>Office Hours: Monday to Friday 7:30 a.m. to 7:00 p.m.</p>
<p><i>Rockwood, Ariss, RR #'s Guelph</i> Wellington County OPP – Rockwood 5145 Wellington County Road 27 Rockwood, Ontario Phone: 519-856-1506</p> <p>Office Hours: Monday to Friday 8:00 a.m. to 4:00 p.m.</p>	<p><i>Fergus</i> Wellington County OPP – Fergus 321 Andrew Street West Fergus, Ontario Phone: 519-843-4240</p> <p>Office Hours: Monday to Friday 8:00 a.m. – to 4:00 p.m.</p>



HOSPITAL-WIDE MANUAL

Number: 11-251

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