



Diocese of Kootenay  
ANGLICAN CHURCH OF CANADA

## Safe Church + Criminal Record Check Program Introduction

### Purpose

The purpose of this program is two-fold:

1. The Diocese of Kootenay wants to promote a safe work and worship environment for employees, volunteers, parishioners and community members of all ages.
2. The Diocese of Kootenay is required to comply with the expectations of insurers to maintain coverage and good standing.

Simply put, the goal of this program is protection of people (as well as the Diocese) and prevention of abuse in any form.

### Policy (5.6.19)

DIOCESE OF KOOTENAY

This item Replaces File: 5.6.19 File: 5.6.19 File: 5.6.19

Date: June 2022 Date: Nov. 2014 Date: Oct. 2007

Origin: Diocesan Administration Committee

Status: Policy Distribution: All Parishes

Subject: Criminal Record Check and Safe Church Training

A **Criminal Record Check (CRC)** or a **Vulnerable Sector Check (VSC)** must be completed at the start of any paid or volunteer work for all applicable roles per the *Safe Church Role Risk Assessment Guide*. A VSC is reserved for those in a position of authority and/or trust related to Children and Vulnerable Adults. Thereafter, all CRCs and VSCs must be renewed every five (5) years from date of issue unless a charge or conviction occurs. In the event of a charge/conviction, the Diocese must be notified within 24 hours of the offense. If the employee or volunteer in question is permitted to resume duties following a charge/conviction, a new CRC or VSC application must be submitted at the individual's cost prior to resuming duties.

The Diocese is registered with the Criminal Records Review Program (CRRP) and as such is required to abide by the [contractor guidelines](#) that state that each independent contractor or subcontractor that may have direct access or potential for unsupervised access to children and/or vulnerable adults must submit a CRC through the Diocesan account. Please schedule contractor work accordingly if you wish to avoid the CRC requirement.

The CRC/VSC application fee for stipendiary clergy will be covered by the Diocese. The application fee for any other role (paid or unpaid, clergy or lay) will be the responsibility of the parish as well as any cost that may be incurred for a volunteer application.

If you have a recent and valid CRC/VSC, you can share your results with the Diocese of Kootenay by submitting form **CRR022** which can be obtained from the Diocese.

In addition to CRCs or VSCs, all staff (clergy and lay) and volunteers are required to complete the appropriate modules of the Safe Church training which must be retaken every five (5) years. This includes a requirement to read the Diocesan *Sexual Misconduct Policy* followed by signing the *Appendix G- Acknowledgment Form*. The *Safe Church Modules by Role* document is available to determine which modules are required for each role.

### Criminal Record + Vulnerable Sector Checks

In order to determine which employees and volunteers require a background check, and the appropriate type of check, you can refer to the *Safe Church Role Risk Assessment Guide*. This document will outline standard roles within a parish or office along with their associated risk level (low, medium, high) and the type of record check required (if any). If a role is not visible on the chart and you are unsure of the risk level of a role, you can inquire with the Diocesan Administrator.

There are two types of record checks we refer to:

1. **Criminal Record Check:** this is for those who **are not** in a position of authority and/or trust related to Children and Vulnerable Adults.
2. **Vulnerable Sector Check:** this is reserved for those **who are** in a position of authority and/or trust related to Children and Vulnerable Adults.

<b>Steps to Obtaining a Background Check- Criminal Record or Vulnerable Sector</b>
<p style="text-align: center;"><b>Employee</b> Criminal Record Check or <b>Employee</b> Vulnerable Sector Check</p> <p>The Diocese does not have clearance to perform these checks in house. They must be requested by visiting your local RCMP/Police Detachment. There is a fee for employee applications. The Diocese will reimburse the cost for stipendiary clergy only- any other fee is the responsibility of the parish.</p>
<p style="text-align: center;"><b>Volunteer</b> Criminal Record Check</p> <p>The Diocese does not have clearance to perform these checks in house. They must be requested by visiting your local RCMP/Police Detachment. Please ask the Diocese for a volunteer letter (provides proof you are a Diocesan/parish volunteer) and this should result in a waived application fee.</p>
<p style="text-align: center;"><b>Volunteer</b> Vulnerable Sector Check (has authority over children/vulnerable adults)</p> <p>The Diocese has clearance to request these checks via online submissions (contact <a href="mailto:admin@kootenay.info">admin@kootenay.info</a> for online account access- there is no fee). If you have issues with the online process, we can provide a form instead that can be printed, completed and mailed or scanned back to <a href="mailto:admin@kootenay.info">admin@kootenay.info</a> and the Diocese will submit on your behalf (no fee). If you choose to have a volunteer vulnerable sector check done in person at the RCMP/Police Detachment, please ask the Diocese for a volunteer letter (provides proof you are a Diocesan/parish volunteer) and this should result in a waived volunteer application fee.</p>

### Background Check Results

If your volunteer application is submitted through the online portal using the Diocesan access code, the Diocese will automatically receive your results. For all other submission processes, the applicant will receive their results and is required to submit them to the Diocese for records keeping. Background checks expire after 5 years and you will be required to complete a new application upon expiration, provided you are continuing in your role. Once you have supplied the Diocese with your results, you will receive a renewal reminder from the Diocese every 5 years.

### Background Check Fees

The Diocese will reimburse the cost for stipendiary clergy applications only- any other fee is the responsibility of the parish. Volunteer applications generally do not incur a fee, please request a volunteer letter from the Diocese that you can present to the RCMP/Police during the application process to request any fees be waived. Online volunteer applications do not require a letter.

### Safe Church Training- Who Needs It?

The *Safe Church Role Risk Assessment Guide* outlines which employees and volunteers require safe church training which must be retaken every five (5) years. The specific modules required for each role are outlined in the *Safe Church Modules by Role* document.

### Safe Church Training- How Do I Complete It?

The current (revised Jan 2023) training program involves modules from 2 different providers: Praesidium (formerly Armatus) and Vector Solutions. If you have completed Armatus/ Praesidium training and it is not expired, you are not required to complete the new modules until you are due for renewal (every 5 years). Contact the Diocesan Administrator ([admin@kootenay.info](mailto:admin@kootenay.info)) to request access to all training modules. You will be set-up with a personal account or a link that will allow you to complete modules at your own pace, entirely online. When you have completed the training, notify the Diocesan Administrator so we can verify and update our records.

### Safe Church- Sexual Misconduct Policy

All employees and volunteers with Safe Church module requirements are required to read the Diocese of Kootenay's *Sexual Misconduct Policy* (revised June 2022) and sign the *Appendix G- Acknowledgment Form* located in the final pages of the document (and on Praesidium) certifying you have read the policy, understood it and will act accordingly.

Questions? Contact the Diocesan Administrator: [admin@kootenay.info](mailto:admin@kootenay.info)