

# Anglican Diocese of Edmonton

## Security Screening Process Information From the Diocesan Advisory and Response Team

The following information provides answers to the most frequently asked questions about obtaining Police Checks and Vulnerable Sector Searches.

### 1. Who needs security clearance checks?

The Diocesan Advisory and Response Team (DART) is asking for Police Information Checks, Vulnerable Sector Searches, and Intervention Record Checks to be completed on those positions considered Extremely High Risk. These are Clergy, Youth Leaders, Sunday School Teachers and Supervisors who work one on one with children, Camp Directors and Volunteers, Directors of Children's and Youth Choirs, Trainers and Supervisors of Young Servers. No other positions require these checks at this time. Both paid employees and volunteer staff of the listed positions require checks.

### 2. What is the procedure to get a check done?

Two checks need to be completed: a Police Information Check, which includes a Vulnerable Sector Search, and an Intervention Record Check done by Alberta Child and Family Services. The procedure varies, depending on where you live in the Diocese.

Police Information Checks for those living in the area served by the **Edmonton City Police**. These include surrounding communities of Beaumont, Sherwood Park, St. Albert, Morinville, Fort Saskatchewan, Leduc, Spruce Grove, and Stony Plain.

#### *Volunteer positions:*

- Police Information Checks/Vulnerable Sector Searches require two pieces of ID; one of which must be valid government issued photo ID.
- Police Information Checks/Vulnerable Sector Searches can now be completed online at:  
<https://www.edmontonpolice.ca/CommunityPolicing/OperationalServices/PoliceInformationCheck/VulnerableSectorChecks>

OR

- Police Information Checks/Vulnerable Sector Searches can be completed in person at the Police Information Check Section at #108, 14315-118 Avenue Nexus Business Park, Edmonton.
- If the check is not clear and you are still interested in volunteering, please contact the Synod Office so you can speak with the Bishop

The cost for a volunteer police check is \$15, and must be paid at the time of completing the Police Information Check. Please remember to keep your receipt so that you can request reimbursement from your parish.

Please bring your form into your parish priest so that it can be confirmed and a copy can be kept on file at the parish.

#### *Employee Forms:*

- Clergy and Diocesan Employees are able to obtain a Police Information Check/Vulnerable Sector Search in three ways:
- Through batch submission: this must be done in person at the Synod Office. You will need to bring two pieces of ID, one of which must be valid government issued photo ID. This method will result in the completed information check being paid for by and returned directly to the Synod Office. Please make an appointment so that the appropriate person is there to help you
- Police Information Checks/Vulnerable Sector Searches can now be completed and paid for online at:  
<https://www.edmontonpolice.ca/CommunityPolicing/OperationalServices/PoliceInformationCheck/VulnerableSectorChecks>  
Checks completed online will be emailed to the person who completed the check and will then need to be forwarded to the assistant to the bishop at the Synod Office. Please note that this requires immediate payment, so please retain the receipt so you can request reimbursement from the Diocese or Parish who employs you
- Police Information Checks/Vulnerable Sector Searches can be completed in person at the Police Information Check Section at #108, 14315-118 Avenue Nexus Business Park, Edmonton. These forms will be returned to the person who completed it and will need to be brought to the Synod Office. Payment is due at the time of the check and cannot be billed to the Diocese, so please keep your receipt and submit it to your employer for reimbursement
- If the check is not clear please contact the Synod Office so you can speak with the Bishop

#### **RCMP/Other City Police Checks:**

##### *Volunteer Positions:*

- Ask your parish priest to write a letter to the RCMP stating that you are a volunteer, where you are volunteering, and the type of volunteer position.
- Go to your local RCMP / Police station with your two pieces of ID and the letter from your parish priest
- Return your completed check to your parish office
- If your check is not clear, and you still wish to apply for the volunteer position, return your check to the Synod Office and the Bishop will contact you

*Paid staff forms:*

- Contact your local RCMP / Police station to find out their Police Check procedures
- Go to your local police station with your two pieces of ID and an appropriate form of payment
- If you are a clergy person, return your completed check and the receipt for reimbursement to the Synod Office
- If you are not a clergy person, return your completed check and the receipt for reimbursement to the parish which employs you

Intervention Record Checks in Edmonton and Area:

These checks are completed by the Child and Family Services Division of the Alberta Government. The areas served by the Edmonton office include the City of Edmonton, plus Ardrossan, Beaumont, Calmar, Clover Bar, Cooking Lake, Josephburg, Leduc, Metiskow, New Sarepta, Nisku, Oliver, Sherwood Park, St. Albert, Thorsby, Uncas and Winterburn. All other areas must have checks completed by their local Child and Family Services Office.

*Volunteer and Paid Staff:*

- E-mail [cs-ircrequest@gov.ab.ca](mailto:cs-ircrequest@gov.ab.ca) to request an Intervention Record Check form
- Contact a local office for information on how to apply. A list of offices can be found at: <https://www.alberta.ca/childrens-services-offices.aspx>
- 2 pieces of identification (1 photo identification) are required to apply; acceptable identification must include the signature of the applicant and their date of birth
- The checks will be mailed to the individual who requested their check, and an original must be provided to the parish priest or to the Synod Office to be kept on file.

Intervention Record Checks outside Edmonton and Area:

Those individuals outside the areas listed above must call their local Child and Family Services Office for details of what is required with the forms. Some are asking for photocopies of ID, and some are asking for a letter from the requesting agency (The Diocese of Edmonton). These forms will be returned to the individual once checks are complete and must then be sent to the Bishop. The phone numbers of the Child and Family Services Offices for some of the areas around the Diocese are:

Fort Saskatchewan	780-992-6700
Morinville	780-939-1257
Spruce Grove	780-962-7635
Stony Plain	780-963-9424

### 3. What are acceptable pieces of ID?

Two pieces of identification are required, one must be photo ID. Below is a list of acceptable ID.

- Alberta Motor Registries ID (i.e. Drivers License, Learner's and Identification Card)
- Provincial Health Care card (Saskatchewan and Alberta Health Care with initials are not acceptable)
- CNIB identification card
- Birth Certificate
- Indian Status card
- Passport
- Immigration papers
- Citizenship card
- Permanent Residence card
- Possession and Acquisition License
- Canadian Forces Identification Card

#### **NOT ACCEPTABLE:**

- Social Insurance Card
- Credit Cards
- Student ID
- Interim Driver's License
- Blue Cross/Hospital Card

### 4. How do I fill out the forms?

Information important to include on each form:

#### **All Police Checks:**

Be sure to sign any areas involving the “vulnerable sector”, as this informs the police that you will be working with children/vulnerable people. Also, be sure to check that both sides of the form are completed, and signed where indicated. Read all areas carefully to ensure that the form is complete.

#### **Edmonton Police Forms:**

In the Verification of Applicants ID area, only a member of the Synod Office Staff or Clergy in your parish are able to sign this. You must present, in person, two pieces of ID for them, and they must sign to verify that they have seen this. The requesting agency is the **Anglican Diocese of Edmonton**.

#### **Child Welfare Check Forms:**

It is important to include the last names of any children listed on the form, even if they are the same as your own. Complete addresses of the person being checked

are also important, including the postal code, as this is where the form will be returned once the check is complete. The requesting organization should be The Anglican Diocese of Edmonton, and it can also include the name of the individual parish as a secondary organization (e.g. Anglican Diocese of Edmonton, Parish of St. Mary's, Edmonton).

**5. I had to pay to get my Police check done, who is covering this cost?**

The Diocese will cover the cost of checks required for clergy. Other paid positions within a parish are the responsibility of the parish. Checks for volunteers are \$15 and will be reimbursed by the parish. Clergy who have to pay individually for Police/RCMP checks can submit their receipts for reimbursement.

**6. If I had a check done for another agency, may I use it for the Diocese?**

The requesting agency on the checks must be the Diocese of Edmonton. We understand that many parish volunteers are also active volunteers in other community programs/agencies. While we have no wish to ask people for multiple checks, screening is for a particular position in a particular agency, and what we have on file should reflect that.

**7. Who will see the forms?**

All forms are confidential. Completed Police Checks that come through the Synod Office will be seen by the Bishop. Completed forms which do not come through the Synod Office will be seen by the parish priest, the person responsible for supervising the volunteer or employee, and may be seen by the screening committee if a parish has one.

Any completed Police / RCMP Checks or Child Welfare Checks which are unclear must be seen by the Bishop in order for a person to continue in that ministry.

**8. What happens if a check is not clear?**

An unclear Police Records Check or Child Welfare Check does not automatically disqualify any individual from ministry in the Diocese of Edmonton. Those wishing to continue in volunteer or paid ministry who have an unclear check are required to submit it to the Synod Office. The Bishop will contact each person with an unclear check.

**9. May individual parishes develop their own policies?**

It is the requirement of the Diocese that parishes at least screen those in high risk positions as identified in item 1 of this document. It is the recommendation of the Diocese that parishes follow the Ten Safe Steps of Screening in Faith, and screen those who are in medium to low risk positions as appropriate.

## **10. What are the Ten Safe Steps of Screening in Faith?**

BEFORE YOU RECRUIT:

- 1. Determine the level of risk**
- 2. Write a clear volunteer ministry description**
- 3. Establish a formal recruitment process**

CHOOSE THE RIGHT PERSON:

- 4. Use an application form**
- 5. Conduct interviews**
- 6. Follow up on references**
- 7. When appropriate, request a Police Records Check and Child Welfare Check**

AFTER HIRING/ACCEPTING:

- 8. Conduct orientation and training sessions**
- 9. Supervise and evaluate**
- 10. Follow up with programme participants**