

SECTION 4 - GENERAL POLICIES

Origin:	TOTP Administration Committee	
Status:	Policy	
Distribution:	All Parishes	
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4.2 Criminal Record Check

A Criminal Record Check shall be completed at the start of any employment in the Territory of the People (the Territory) for all employees, clergy and lay. Thereafter, a Criminal Record Check is to be completed every five (5) years.

In August 2019 the Solicitor General made changes to the procedure for Criminal Record Checks (CRC). This Policy will follow the mandate of the Solicitor General.

4.2.1 Criminal Record Check Requirements

Criminal Record Checks are required for all:

- Ordained persons (deacon, transitional deacon, priest, suffragan bishop or bishop) canonically resident or functioning within the Territory of the People Anglican Church (the Territory)
- Aspirants, postulants, and candidates for ordination
- Territory and parish employees
- Territory and parish volunteers who regularly work with vulnerable people (children, youth, seniors and the mentally and/or emotionally challenged, and shall include parish wardens, parish councils, Sunday School teachers, youth group leaders, pastoral care team members etc.)

4.2.2 Forms

The policy will follow the mandate of the Solicitor General.

Criminal Record Check forms are available from your authorized parish contact, or, in the case of Territory employees, from the Territory office.

It is the responsibility of the applicant to complete the *Application for Criminal Record Check*, and return it to your designated parish contact.

Criminal Record Checks for clergy, Territory employees and volunteers are to be returned to the Territory Office marked to the attention of the bishop.

Criminal Record Checks for parish employees or parish volunteers are to be returned to the rector of the parish; one copy of the *Criminal Record Check* will be retained on file in the parish office in a locked and secure cabinet with the personnel files, and one copy will be forwarded to the Territory office marked to the attention of the bishop.

4.2.3 Fees

There is no common practice amongst communities regarding fees for conducting *Criminal Record Checks*. Therefore, it is recommended that the Territory assume responsibility for reimbursing clergy and Territory employees for these costs when they occur.

Parish Church Committees should make the decision regarding reimbursement of fees relating to *Criminal Record Checks* for parish employees and volunteers.

This information can be very sensitive. Therefore it must be kept in secured locked storage at all times when not in use.

This means these documents are NEVER left unattended.