



OGC CANADA
ORTON-GILLINGHAM PRACTITIONERS AND EDUCATORS

Criminal Record Check Policy

Ratified: June 2020

Rev. September 2020

Rev. October 2020

Rev. June 2021

Rev. April 2022

Changes from the latest revision are highlighted.

PURPOSE

As the governing and certification body for Orton-Gillingham Practitioners in Canada, OG Canada in conjunction with its members, is responsible for ensuring that all practitioners provide safe learning environments for all of their students. The purpose of OG Canada's Criminal Record Check Policy is to ensure that OG Canada and its members work to uphold the duty of care owed to students under the care of its members by requiring practitioners to obtain appropriate criminal record checks.

DEFINITIONS

In this policy, unless the context otherwise requires:

- "Practitioner(s)" shall mean any person who is applying or has applied for and has been approved by OG Canada to become an Associate-Interim Practitioner, Associate Practitioner, Trainer or Master Trainer in good standing.
- "Criminal Record Check" shall mean a review of the practitioner's criminal record history by an approved provider (see section H for approved providers)
- "Vulnerable Sector Check" shall mean a specific search included within the Criminal Record Check which must include a search for vulnerable people.

GENERAL

- A. It is the responsibility of OG Canada to ensure that it has a record of current Criminal Record Checks for all Practitioners.
- B. It is the responsibility of OG Canada to ensure that it has Vulnerable Sector Checks on file for all practitioners. If the Vulnerable Sector Check database is updated, all members will be required to submit a new Vulnerable Sector Check when their current Criminal Record Check expires.
- C. It is the responsibility of each individual wishing to become a OG Canada Practitioner to obtain and submit a copy of a Criminal Record Check containing a Vulnerable Sector Check and include it with their application for membership to OG Canada.
- D. It is the responsibility of each individual existing practitioner to maintain a current Criminal Record Check for the duration of their membership with OG Canada in order for the individual to be covered under the Insurance Policy provided to practitioners through OG Canada.
- E. All Criminal Record Checks are valid for 3 (three) years from the date of issuance.
- F. We appreciate that BC Justice Criminal Record Review Program (CRRP) Criminal Record Checks have a 5 (five) year validity stated on them. However, our insurer requires that we not accept Criminal Record Checks over 3 years old due to the fact that our members are working 1:1 with children, often outside of an institutional setting.

- G. It is the responsibility of the Board of Directors of OG Canada to ensure that only those directors and/or members who have met Criminal Record Check requirements participate in their role/activity as determined by the organization.
- H. If a practitioner, director or volunteer of OG Canada is charged with or convicted of a criminal offence, that person must report the charge or conviction to OG Canada within 7 (seven) days. Upon notification of the offence, OG Canada must request within 24 hours that the charged or convicted person obtain a new Criminal Record Check containing a Vulnerable Sector Check and determine, within timelines specified by the organization, if that person is suitable to continue membership and/or carrying out his or her duties.
- I. The following providers and checks are acceptable:
 - a. RCMP (Royal Canadian Mounted Police – Vulnerable Sector Check (Appendix A)
 - b. Local municipal police department – Vulnerable Sector Check (Appendix B)
 - c. Criminal Records Review Program (CRRP) – Vulnerable Sector Check which states “working with adults” and “working with children” (Appendix C)
 - i. Members who submit a CRRP check with a Vulnerable Sector Check that specifies “working with children” but does not specify adults, will be endorsed to work with children only. (Appendix D)
 - d. Existing members who already have a Vulnerable Sector Check on file with OG Canada may submit an Enhanced Criminal Record Check through our online service provider or similar.
- J. OG Canada will provide a letter for practitioners to present along with their Criminal Record Check applications to their local police or RCMP detachments. This letter can be downloaded by the practitioner from the Members Only website.
- K. Members will be sent a reminder email prior to their Criminal Record Check lapsing. Per the insurer’s requirement to maintain valid Criminal Record Checks on ALL members at ALL times, once the Criminal Record Check has lapsed, OG Canada will immediately suspend the member, notify the member that they are no longer members-in-good-standing and as such are not covered under the insurance policy.
- L. Per OG Canada bylaws 9b and 7d after 90 days after the expiry of the Criminal Record Check the member ‘ceases to be a member.’
- M. Reactivation of the member’s account on submittal of a valid criminal record check is outlined in the *OG Canada Renewal Policy*.

CONFIDENTIALITY

To guard the confidentiality of personal information, the following policies will apply:

1. A copy of the Criminal Record Check containing a Vulnerable Sector Check will be kept as a digital file in OG Canada’s membership database and also in the practitioner’s file in a locked cabinet for the duration of the practitioner’s membership with OG Canada.

2. All copies of Criminal Record Check and Vulnerable Sector Checks will be destroyed when a practitioner retires or ceases to be a member of OG Canada due to membership cancellation.
3. All copies of Criminal Record Check and Vulnerable Sector Checks of unsuccessful applicants will be immediately destroyed.

APPENDIX A: RCMP EXAMPLE

RCMP

Police Information Check - Results

(The completed application pages to this form have been retained by the issuing agency.)

This is page 1 of 3 pages making up the complete results form; an embossed North Vancouver RCMP seal is required on all pages.

| | |
|---|---------------|
| Applicant Name | Applicant DOB |
| Position and Volunteer Agency, Group or Employer: Canadian Academy of Tutors-Work | |

RESULTS OF CRIMINAL CONVICTION CHECK

Records of criminal conviction for which a record suspension (formally pardon) has not been granted, obtainable through the Canadian Police Information Centre (CPIC) National Repository for Criminal Records Identification Data Bank.

RESULTS: CRIMINAL RECORD CHECK INFORMATION IS BASED ON NAME AND DATE OF BIRTH ONLY

NEGATIVE

Based solely on the name(s) and date of birth provided and the criminal record information declared by the applicant a search of the RCMP National Repository of Criminal Records **did not identify any records** for a person with the name(s) and date of birth of the applicant. **Positive identification that a criminal record may or may not exist at the RCMP National Repository for Criminal Records can only be confirmed by fingerprint comparison.** Not all offences are reported to the RCMP National Repository of Criminal Records. A local police indices check may or may not reveal criminal record convictions that have not been reported.

INCOMPLETE

Based solely on the name(s) and date of birth provided and the criminal record information declared by the applicant a search of the RCMP National Repository of Criminal Records **could not be completed.** In order to complete the request, the applicant is required to have fingerprints submitted to the RCMP National Repository of Criminal Records by an authorized police service or accredited private fingerprint company. **Positive identification that a criminal record may or may not exist at the RCMP National Repository for Criminal Records can only be confirmed by fingerprint comparison.** Not all offences are reported to the RCMP National Repository of Criminal Records. A local police indices check may or may not reveal criminal record convictions that have not been reported.

POSSIBLE MATCH - *SEE LIST BELOW OF SELF DECLARED CONVICTIONS*

Based solely on the name(s) and date of birth provided and the criminal record information declared by the applicant a search of the RCMP National Repository of Criminal Records **has resulted in a possible match to a registered criminal record.** **Positive identification that a criminal record may or may not exist at the RCMP National Repository for Criminal Records can only be confirmed by fingerprint comparison.** The declared criminal record does not constitute a *certified* criminal record by the RCMP and may not contain all criminal record convictions. Not all offences are reported to the RCMP National Repository of Criminal Records. A local police indices check may or may not reveal criminal record convictions that have not been reported.

BASED ON COMPARISON SEARCH WITH THE NATIONAL REPOSITORY OF CRIMINAL RECORDS:

NOT APPLICABLE - NO FINGERPRINT SEARCH CONDUCTED

NEGATIVE - CERTIFIES THAT OUR SEARCH DID NOT IDENTIFY ANY RECORDS ASSOCIATED WITH THE APPLICANT THAT MAY BE DISCLOSED IN ACCORDANCE WITH FEDERAL LAW.

MATCH - A SEARCH IDENTIFIED THAT THE FINGERPRINTS SUBMITTED BY THE APPLICANT WERE CERTIFIED AS IDENTICAL TO THE FINGERPRINTS REGISTERED IN THE REPOSITORY - SEE ATTACHED RECORD OF CONVICTIONS FROM RCMP OTTAWA.

DISCLOSURE OF CRIMINAL CONVICTIONS

| DATE | OFFENCE | LOCATION |
|------|---------|----------|
| - | - | - |
| - | - | - |
| - | - | - |
| - | - | - |
| - | - | - |
| - | - | - |

DELAYS MAY EXIST BETWEEN A CONVICTION BEING RENDERED IN COURT AND THE DETAILS BEING ACCESSIBLE ON THE RCMP NATIONAL REPOSITORY OF CRIMINAL RECORDS

Applicant Name _____

Applicant DOR _____

RESULTS OF VULNERABLE SECTOR CHECK FOR SEXUAL OFFENCES WHERE A RECORD SUSPENSION WAS GRANTED

- A vulnerable sector check was not requested.
- A vulnerable sector check for record suspensions (formerly pardons) for sexual offences has been conducted based on a name, gender and date of birth and was met with negative results.
- A vulnerable sector check was verified by fingerprints and name could not be associated to any records that may be disclosed in accordance with Federal Laws.
- A vulnerable sector check was verified by fingerprints and a record suspension (formerly pardon) for a sexual offence was disclosed to the requesting employer/agency as per Form 2 Consent.
- A vulnerable sector check was requested but can't be processed as the hiring agency is outside Canada.
- A vulnerable sector check was requested but is not applicable as the applicant is too young to have been granted a record suspension (formerly pardon)

Vulnerable Sector check

RESULTS OF INVESTIGATIVE DATA BANK, COURT & LOCAL POLICE INDICES CHECK

| | | |
|--|---|--|
| Outstanding Charges: Records of outstanding criminal charges and warrants which the police agency is aware of or are indicated within the Investigative Data Bank of CPIC or any other available police computer systems (e.g. BC PRIME, CPIC, JUSTIN and PIP) | <input checked="" type="checkbox"/> negative – no information that can be disclosed according to federal laws and policies | <input type="checkbox"/> see below disclosure |
| Other Court Findings: Records of court findings that resulted in conditional or absolute discharges, stays of proceedings, Peace Bonds, or other dispositions or criminal information, as located on police computer systems (e.g. BC PRIME, CPIC, JUSTIN, PIP or other systems). | <input checked="" type="checkbox"/> negative – no information that can be disclosed according to federal laws and policies | <input type="checkbox"/> see page 3 disclosure |
| Adverse Contact: Information located on police computer systems (e.g. BC PRIME, CPIC, JUSTIN and PIP) and through local indices checks, <u>including incidents where no charges were laid, adverse contact with police, or breaches of provincial statutes.</u> | <input checked="" type="checkbox"/> negative – no information that can be disclosed according to federal laws and policies <input type="checkbox"/> Search not permitted – applicant does not work with vulnerable sector | <input type="checkbox"/> see page 3 disclosure |

****If the position involves operation of a motor vehicle, obtain a BC Driver's Abstract from the Superintendent of Motor Vehicles. This Police Information Check does not indicate traffic violation tickets, Motor Vehicle Act or Municipal Bylaw offences****

DISCLOSURE OF OUTSTANDING CHARGES/WARRANTS INFORMATION (if applicable)

| DATE | CHARGE & COURT FILE # | POLICE AGENCY | STATUS |
|------|-----------------------|---------------|--------|
| - | - | - | - |
| - | - | - | - |
| - | - | - | - |
| - | - | - | - |
| - | - | - | - |
| - | - | - | - |
| - | - | - | - |

Applicant Name

Applicant DOB

DISCLOSURE OF CONVICTIONS NOT ON LISTED ON CPIC/CONDITIONAL/ABSOLUTE DISCHARGES/STAY OF PROCEEDINGS / PEACE BOND INFORMATION (if applicable)

| DATE | CHARGE & COURT FILE # | POLICE AGENCY | DISPOSITION/RESULT |
|------|-----------------------|---------------|--------------------|
| - | - | - | - |
| - | - | - | - |
| - | - | - | - |
| - | - | - | - |
| - | - | - | - |
| - | - | - | - |
| - | - | - | - |
| - | - | - | - |

DISCLOSURE OF LOCAL POLICE INDICES
(ONLY FOR VULNERABLE SECTOR APPLICANTS)

| POLICE AGENCY/ FILE NUMBER | APPLICANT'S ROLE | OFFENCE | STATUS |
|-------------------------------|------------------|---------|--------|
| - | - | - | - |
| - | - | - | - |
| - | - | - | - |
| - | - | - | - |
| - | - | - | - |
| - | - | - | - |
| - | - | - | - |
| - | - | - | - |

The RCMP will not be responsible for determining whether the results are relevant to any proposed employment or volunteer position. This determination must be made by the employer or volunteer organization in accordance with human rights legislation and employment law.

NOTE: These results do NOT include checks of U.S.A or other foreign jurisdiction records, traffic violations or municipal bylaw offences.

This applicant has indicated addresses outside of Canada in the previous 5 years – the results of this check are for Canada only.

Daniella Faint

RCMP
Authorized Signature

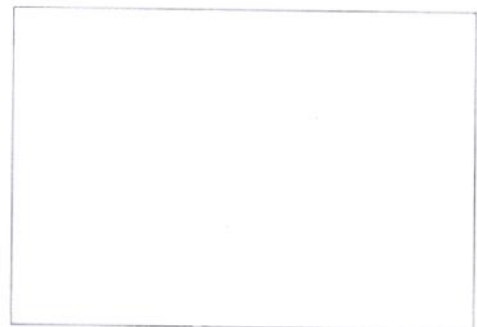
ME0656

M/E Number

Sept 30th 2020

Date

Ensure Signed & Dated.



RCMP seal

Appendix B - EXAMPLE LOCAL POLICE CRC



Police Department

Police Information Check

(The completed application pages to this form have been retained by the issuing agency.)

This is page 1 of 3 pages making up the complete results form; an embossed Police Department seal is required on all pages.

| | | |
|---|---------|----------------------------|
| Applicant Name | | Applicant DOB (YYYY/MM/DD) |
| Position and Volunteer Agency, Group or Employer: MEMBERSHIP APPLICANT, CANADIAN ACADEMY OF THERAPEUTIC TUTORS | | |
| RESULTS OF CRIMINAL CONVICTION CHECK | | |
| Records of criminal conviction for which a record suspension (formally pardon) has not been granted, obtainable through the Canadian Police Information Centre (CPIC) National Repository for Criminal Records Identification Data Bank. | | |
| RESULTS: CRIMINAL RECORD CHECK INFORMATION IS BASED ON NAME AND DATE OF BIRTH ONLY | | |
| <input checked="" type="checkbox"/> NEGATIVE Based solely on the name(s) and date of birth provided and the criminal record information declared by the applicant a search of the RCMP National Repository of Criminal Records did not identify any records for a person with the name(s) and date of birth of the applicant. Positive identification that a criminal record may or may not exist at the RCMP National Repository for Criminal Records can only be confirmed by fingerprint comparison. Not all offences are reported to the RCMP National Repository of Criminal Records. A local police indices check may or may not reveal criminal record convictions that have not been reported. | | |
| <input type="checkbox"/> INCOMPLETE Based solely on the name(s) and date of birth provided and the criminal record information declared by the applicant a search of the RCMP National Repository of Criminal Records could not be completed. In order to complete the request, the applicant is required to have fingerprints submitted to the RCMP National Repository of Criminal Records by an authorized police service or accredited private fingerprint company. Positive identification that a criminal record may or may not exist at the RCMP National Repository for Criminal Records can only be confirmed by fingerprint comparison. Not all offences are reported to the RCMP National Repository of Criminal Records. A local police indices check may or may not reveal criminal record convictions that have not been reported. | | |
| <input type="checkbox"/> POSSIBLE MATCH - *SEE LIST BELOW OF SELF DECLARED CONVICTIONS* Based solely on the name(s) and date of birth provided and the criminal record information declared by the applicant a search of the RCMP National Repository of Criminal Records has resulted in a possible match to a registered criminal record. Positive identification that a criminal record may or may not exist at the RCMP National Repository for Criminal Records can only be confirmed by fingerprint comparison. The declared criminal record does not constitute a <i>certified</i> criminal record by the RCMP and may not contain all criminal record convictions. Not all offences are reported to the RCMP National Repository of Criminal Records. A local police indices check may or may not reveal criminal record convictions that have not been reported. | | |
| BASED ON COMPARISON SEARCH WITH THE NATIONAL REPOSITORY OF CRIMINAL RECORDS: | | |
| <input checked="" type="checkbox"/> NOT APPLICABLE - NO FINGERPRINT SEARCH CONDUCTED <input type="checkbox"/> NEGATIVE - CERTIFIES THAT OUR FINGERPRINT SEARCH DID NOT IDENTIFY ANY RECORDS ASSOCIATED WITH THE APPLICANT THAT MAY BE DISCLOSED IN ACCORDANCE WITH FEDERAL LAW. <input type="checkbox"/> MATCH - A SEARCH IDENTIFIED THAT THE FINGERPRINTS SUBMITTED BY THE APPLICANT WERE CERTIFIED AS IDENTICAL TO THE FINGERPRINTS REGISTERED IN THE REPOSITORY - SEE ATTACHED RECORD OF CONVICTIONS FROM RCMP OTTAWA. | | |
| DISCLOSURE OF CRIMINAL CONVICTIONS | | |
| DATE | OFFENCE | LOCATION |
| No records that meet VPD release criteria | | |

DELAYS MAY EXIST BETWEEN A CONVICTION BEING RENDERED IN COURT AND THE DETAILS BEING ACCESSIBLE ON THE RCMP NATIONAL REPOSITORY OF CRIMINAL RECORDS

| | |
|----------------|----------------------------|
| Applicant Name | Applicant DOB (YYYY/MM/DD) |
|----------------|----------------------------|

RESULTS OF VULNERABLE SECTOR CHECK FOR SEXUAL OFFENCES WHERE A RECORD SUSPENSION WAS GRANTED

- A vulnerable sector check was not requested.
- A vulnerable sector check for record suspensions (formerly pardons) for sexual offences has been conducted based on a name, gender and date of birth and was met with negative results.
- A vulnerable sector check was verified by fingerprints and name could not be associated to any records that may be disclosed in accordance with Federal Laws.
- A vulnerable sector check was verified by fingerprints and a record suspension (formerly pardon) for a sexual offence was disclosed to the requesting employer/agency as per Form 2 Consent.
- A vulnerable sector check was requested but can't be processed as the hiring agency is outside Canada.
- A vulnerable sector check was requested but is not applicable as the applicant is too young to have been granted a record suspension (formerly pardon)

Vulnerable Sector check

RESULTS OF INVESTIGATIVE DATA BANK, COURT & LOCAL POLICE INDICES CHECK

| | | |
|--|---|--|
| Outstanding Charges: Records of outstanding criminal charges and warrants which the police agency is aware of or are indicated within the Investigative Data Bank of CPIC or any other available police computer systems (e.g. BC PRIME, CPIC, JUSTIN and PIP) | <input checked="" type="checkbox"/> negative – no information that can be disclosed according to federal laws and policies | <input type="checkbox"/> see below disclosure |
| Other Court Findings: Records of court findings that resulted in conditional or absolute discharges, stays of proceedings, Peace Bonds, or other dispositions or criminal information, as located on police computer systems (e.g. BC PRIME, CPIC, JUSTIN, PIP or other systems). | <input checked="" type="checkbox"/> negative – no information that can be disclosed according to federal laws and policies | <input type="checkbox"/> see page 3 disclosure |
| Adverse Contact: Information located on police computer systems (e.g. BC PRIME, CPIC, JUSTIN and PIP) and through local indices checks, <u>including incidents where no charges were laid, adverse contact with police, or breaches of provincial statutes.</u> | <input checked="" type="checkbox"/> negative – no information that can be disclosed according to federal laws and policies <input type="checkbox"/> Search not permitted – applicant does not work with vulnerable sector | <input type="checkbox"/> see page 3 disclosure |

****If the position involves operation of a motor vehicle, obtain a BC Driver's Abstract from the Superintendent of Motor Vehicles. This Police Information Check does not indicate traffic violation tickets, Motor Vehicle Act or Municipal Bylaw offences****

DISCLOSURE OF OUTSTANDING CHARGES/WARRANTS INFORMATION (if applicable)

| DATE | CHARGE & COURT FILE # | POLICE AGENCY | STATUS |
|--|-----------------------|---------------|--------|
| No records that meet PD release criteria | | | |
| | | | |

| | | | |
|---|----------------------------------|----------------------------|---------------------------|
| Applicant Name | | Applicant DOB (YYYY/MM/DD) | |
| <u>DISCLOSURE OF CONVICTIONS NOT ON LISTED ON CPIC/CONDITIONAL/ABSOLUTE DISCHARGES/STAY OF PROCEEDINGS /PEACE BOND INFORMATION (if applicable)</u> | | | |
| DATE | CHARGE & COURT FILE # | POLICE AGENCY | DISPOSITION/RESULT |
| No records that meet PD release criteria | | | |
| | | | |
| | | | |
| <u>DISCLOSURE OF LOCAL POLICE INDICES (ONLY FOR VULNERABLE SECTOR APPLICANTS)</u> | | | |
| POLICE AGENCY/ FILE NUMBER | APPLICANT'S ROLE | OFFENCE | STATUS |
| No records that meet PD release criteria | | | |
| | | | |
| | | | |

The Vancouver Police Department will not be responsible for determining whether the results are relevant to any proposed employment or volunteer position. This determination must be made by the employer or volunteer organization in accordance with human rights legislation and employment law.

NOTE: These results do NOT include checks of U.S.A or other foreign jurisdiction records, traffic violations or municipal bylaw offences.

This applicant has listed _____ as a place of residence in the previous 5 years. Please be aware that we are unable to conduct a local record check with the police agency in the region indicated above. It is recommended that employers/volunteer agencies conduct the most thorough checks and have employees request a local check from the police agency of the previous residence.



 Police Department
 Authorized Signature
 VA5218

 PIN Number
 2017/06/08

 Date (YYYY/MM/DD)

These Seals don't
 Scan well.
 That's ok so long
 as this is completed

_____ Police Department seal



June 2, 2020

Please quote this file number on your reply: 3774184

APPENDIX C- Example of CRRP, Children & Vulnerable Adults

STRICTLY CONFIDENTIAL

Dear CATT-OG

Re: Notice of Criminal Record Check Results

On June 2, 2020, the Criminal Records Review Program conducted a criminal record check for the above noted applicant. The criminal record search is limited to the relevant or specified offences listed in the *Criminal Records Review Act* on the date the check was done. No criminal record was found for the purpose of working with children or vulnerable adults.

This clearance letter will expire on June 2, 2025, and a new clearance process will need to be initiated prior to that date if the above-named applicant is to continue working with children or vulnerable adults beyond that.

Please note that the applicant is required to report any future charges or convictions for criminal offences to you, and, should this occur, provide a new authorization for a criminal record check.

Thank you for your co-operation.

Yours truly,

Dianne Small
Deputy Registrar



January 23, 2019

Please quote this file number on your reply: 3307396

Appendix D: Example of CRRP children only.

STRICTLY CONFIDENTIAL

KAREN NYLAND

CANADIAN ACADEMY OF THERAPEUTIC TUTORS - ORTON
GILLINGHAM
BOX 34068 - 17790 #10 HWY
SURREY BC V3S 8C4

Dear CATT-OG

Re: Notice of Criminal Record Check Results

On January 23, 2019, the Criminal Records Review Program conducted a criminal record check for the above noted applicant. The criminal record search is limited to the relevant offences listed in the *Criminal Records Review Act* on the date the check was done. **No criminal record was found for the purpose of working with children.**

This clearance letter will expire on January 23, 2024, and a new clearance process will need to be initiated prior to that date if the above-named applicant is to continue working with children beyond that.

Please note that the applicant is required to report any future charges or convictions for criminal offences to you, and, should this occur, provide a new authorization for a criminal record check.

Thank you for your co-operation.

Yours truly,

Dianne Small
Deputy Registrar