Vulnerable Sector Check

It is a requirement of School Boards in Ontario that students have an acceptable vulnerable sector check before going into schools for placements/internships. Students completing placements/internships in schools – without exception – are required to obtain a vulnerable sector check that is under six months old as of the first day in a school.

If your placement/internship will be in a community agency working with children, you will be required to have an acceptable vulnerable sector check before starting your placement/internship. Students completing placements/internships in community agencies with children – without exception – are required to obtain a vulnerable sector check that is under six months old as of the first day in the community agency.

If you will not be working with children during your placement/internship, please check with your contact at the placement/internship location to determine if you are required to apply for a vulnerable sector check for this placement/internship.

Please note that in some instances, a student may have to apply for more than one vulnerable sector check in a given school year.

**If you are required to obtain a vulnerable sector check, the vulnerable sector check must be:**

* No older than six months prior to the first visit to a school;
* Be the original copy and;
* Issued through your local police station.

**Applying for a vulnerable sector check:**

When visiting a police station to apply for a vulnerable sector check, ensure that you bring everything you need for the application process. Contact or check the website of your local police service to determine what documentation is needed to apply for a vulnerable sector check. Please be aware that police services have different application processes.

**Recommendations:**

* We advise that you make an extra copy of your record check in case you are asked to submit the original document to an administrator at the placement/internship location;
* We recommend that you apply for a police record check in a timely manner. The processing time for a vulnerable sector check can be quite lengthy. You will not be able to enter a school or community agency until you have a police record check in your possession;
* We advise that you contact or visit the website of the police service you will be going to beforehand to know what documentation you will need to start the process (i.e., forms, identification, locations, etc.);
* Once you have the record check we ask that you do not send it to us. Please keep it secure so that you can bring it with you when entering a school or community agency. We will require confirmation that you have your acceptable Police Record Check. Please note that it is your responsibility to show (or submit) your completed check to your school principal, school board contact, or community agency contact.
* If you have any questions regarding this process please check with your course instructor.