

CRIMINAL RECORD CHECK

PURPOSE

- 1 This policy states the requirement for clergy, lay employees and volunteers who have authority over, or work with, children, youth or vulnerable adults, to complete a Police Vulnerable Sector Check.

DEFINITIONS

- 2 In this policy:

“Anglican Corporation” means the Bishop, the Bishop and Chapter of the Cathedral of Christ Church, the Synod, parish corporations, missions, and for this purpose camps owned or managed primarily by personnel appointed by the Synod or a parish corporation;

“child” means a person who is thirteen years of age or younger;

“volunteer” means someone appointed or allowed to participate without payment in the delivery of a Church activity, event, or program;

“vulnerable adult” means a person nineteen years of age or older who, because of age, disability, or other circumstance, whether temporary or permanent, is in a position of dependence on others, or is otherwise at a greater risk than those in the general population of being harmed by a person in a position of authority or trust relative to them;

“Vulnerable Sector Check” means a police check for a criminal record plus a check to see if a person has a record suspension (pardon) for sexual offences; and

“youth” means a person who is between fourteen and eighteen years of age, inclusive.

PRINCIPLES

- 3 Each bishop, priest or deacon physically able to participate in any form of church ministry shall file with the Synod a Vulnerable Sector Check report in the form prescribed by a policing authority and dated within the last five years. This includes any cleric not canonically resident in the diocese but living in New Brunswick who has permission to officiate from the Bishop of Fredericton.
- 4 Anglican Corporations shall require each lay employee commencing any Church position, and well as each volunteer aged eighteen years or older commencing any Church position that will cause the volunteer to have authority over, or work with, children, youth or vulnerable adults in a Church activity, event, program setting, to complete and file with the corporation a Vulnerable Sector Check report in the form prescribed by a policing authority:
 - a) at the commencement of this Church position, and
 - b) at least every fifth year thereafter.

- 5 Anglican Corporations may require volunteers in any Church positions that do NOT cause the volunteer to have authority over, or work with, children, youth and vulnerable adults, to complete and file with the corporation a Criminal Record Check report in the form prescribed by a policing authority.
- 6 Anglican Corporations may reimburse the cost of a Vulnerable Sector or Criminal Record Check report.
- 7 No person found guilty in a judicial proceeding of physical or sexual assault shall be permitted to work in a Church program with children, youth, or vulnerable adults.
- 8 Appendix 1 provides a template for a Vulnerable Sector request letter if required for a person to apply for the same.

Adopted
3 December 2014
Revised
5 October 2017
26 February 2026

Appendix 1 – Vulnerable Sector Check Request Letter Template

The following is the recommended content of a Criminal Record / Vulnerable Sector Check request letter provided by the corporation on behalf of the person seeking the Check. It is to be printed on corporate letterhead.

Date

To whom it may concern:

_____ will be employed volunteering
(name of applicant)

with the _____
(name of corporation or camp)

It is the policy of the Anglican Church of Canada, Diocese of Fredericton, that anyone who works/volunteers in a position of authority over, or trust of, children, youth, and vulnerable adults is required to provide a current criminal record check with a vulnerable sector check.

It is hereby requested that a criminal record check with a vulnerable sector check be undertaken and that you provide documentation whether _____ has a criminal record or is included on any listing related to vulnerable persons.

If further information is required, please contact the undersigned immediately.

(name)

(Church position)

(signature)

(telephone number)