

5.ix Vulnerable Sector Reference Check Policy

Approved October 2022

For any occasion and/or role that involves close interaction with vulnerable individuals, MVCA may require a Vulnerable Sector Check (VSC) that is no more than two years old from the volunteer. Volunteers unable to provide a VSC may request a different volunteer role or decline volunteer participation where this is required.

Securing a VSC Check

Currently there is no fee associated with the submission for a Vulnerable Reference Check if MVCA supplies a letter identifying the volunteer and their role. MVCA will provide that letter. In the future, should a fee apply, the MVCA Board will revisit this policy assessing repayment of such a fee.

Keeping & Storing of VSC Information – VSC will be physically kept for a minimum of 5 years. In the event that a volunteer has failed a Police check, information will be kept permanently on their personnel file for 5 years and then transferred to a digital copy to be kept indefinitely. As there is no moratorium on abuse allegations, records will be kept permanently to show our due diligence if an accusation is brought forward after 5 years.

Failed VSC Checks – Should a volunteer fail a VSC, the decision of an individual's ability to participate in a specific event will be made on a case by case basis brought to the Board of Directors where a discussion of the participation will take place and be voted on requiring a simple majority vote.