

MEMO

To: All Employees, Ontario
From: Michelle Norton, Director of Operations & Dwayne Milley, Vice President of Operations
CC: Senior Leadership Team, Organizational Leadership Team
Date: January 7, 2025
Re: **Police Records Checks for Children’s Services in Ontario – Interim Policy Directive**

As part of Karis Disability Services’ ongoing commitment to comply with legislation governing our service provision, here are details of our new directives related to Police Records Checks for Children’s Services in Ontario.

These directives are in response to regulatory amendments that have been made under the *Child, Youth and Family Services Act, 2017* (CYFSA) and the *Intercountry Adoption Act, 1998* (IAA) that establish police records check requirements for services provided to children and youth. The regulatory amendments were approved on July 24, 2024, and are effective as of **January 1, 2025**. Therefore, this directive is being published by memo, on an interim basis. The Police Records Check for Children’s Services directives will be incorporated into our Policies and Procedures in PolicyManager in the coming months.

Interim Policy Directive on Police Records Checks for Children’s Services in Ontario

In order to comply with the regulatory amendments and to ensure the safety of children and youth receiving services in Ontario, the following directives are in effect as of January 1, 2025:

1. Any employee, student/volunteer, Host Family Provider, or third-party staff that works directly with children and youth must provide either a Vulnerable Sector Screen (VSS) or a Broad Records Check (BRC) **every three years** in order to maintain their position. A BRC is required for licensed children’s services, whereas a VSS is required for non-licensed services.
2. In years where submission of an updated records check is not required, impacted parties as listed above must provide an offence declaration which is physically or electronically signed. The declaration will outline the occurrence of any offences that have resulted in charges or for which there is an outstanding charge/warrant or confirm that no charges have occurred in the year.
3. Parties outlined above also have a requirement to submit a written/signed declaration (physical or electronic) to Karis immediately after being charged or convicted.
4. Those who apply for positions in licensed or unlicensed children’s services must provide the relevant police records check **prior** to beginning to interact with a child without supervision.
5. Karis will ensure procedures are in place to collect, review and ensure confidentiality of this information.

Moving forward, Program Managers/Team Leaders will be connecting further with the impacted parties listed above around completing a declaration form or submitting an updated Police Records Check by the compliance deadline (February 28, 2025). Karis will work to update affected policies in section B, C and E, which will be published in PolicyManager in the upcoming months. If you have any questions about this new requirement, please contact your supervisor.

Thank you for being a key part in helping to ensure safety for all the people that use our services as we work to help them experience belonging in their communities.

Sincerely,

A handwritten signature in black ink that reads "Michelle Norton". The signature is fluid and cursive, with the first name being more prominent.

Michelle Norton

A handwritten signature in blue ink that reads "Dwayne Milley". The signature is cursive and somewhat stylized.

Dwayne Milley