Procedure for Vulnerable Sector Police Record Check
Enrichment Mini-Courses Program

Background
Every year, during the first week of May, the University of Ottawa welcomes close to 2000 high-performing and gifted high school students to the Enrichment Mini-Courses Program (EMCP). During that week, these students, 85% of whom are 13 or 14 years old, are not accompanied by teachers or other representatives of their school. Despite the safety measures in place to ensure their well-being and safety, the Office of Risk Management has recommended that a vulnerable sector police record check be mandatory for the EMCP instructors.

Consequently, the University of Ottawa will ensure that at least one person responsible for supervising participants in each of the mini-courses has received a vulnerable sector police record check. To safeguard the confidentiality of the process, police record check results will be processed by the Office of Risk Management.

Process
1. At the end of September 2019, faculty representatives will begin their recruitment activities and will advise potential instructors that a vulnerable sector police record check is now mandatory.

2. At the beginning of December 2019, the Professional Development Institute will confirm the courses selected for the 2020 program to instructors and faculty representatives. Instructors whose courses have been selected will now have to obtain a vulnerable sector police record check by submitting an application to their local police.
   a. Expenses incurred by instructors will be reimbursed by the Professional Development Institute upon presentation of a receipt.
   b. Vulnerable sector police record check may take between a few hours and several weeks. It is therefore important to apply as soon as possible.
   c. Vulnerable sector police checks obtained for a different purpose (volunteer work, for example) may be used if they are less than one year old from the start of the course.
   d. Questions regarding the application process can be directed to Andre Bourbonniere, Associate Director-Enterprise Risk Management & Insurance (613-562-5800, ext. 2093 or bourbonniere@uottawa.ca).

3. The person who applies for a vulnerable sector police record check will receive the results directly from the police service.
4. The original vulnerable sector police record check is to be forwarded, in person or by regular mail, to Andre Bourbonnière, Office of Risk Management, 1 Nicholas St. (room 840), Ottawa, Ontario, K1N 7B7. The deadline for submitting a vulnerable sector police check to the Office of Risk Management is March 2, 2020.

5. If the police check has noted an issue, it will be reviewed by a Review Committee to determine if the police check will be considered acceptable for the purposes of the EMCP.

6. The Office of Risk Management will forward a list to the Professional Development Institute of all persons who have submitted an acceptable vulnerable sector police check for the purposes of the EMCP by March 16, 2020 at the latest.

Please note: If you are a Quebec resident and require a letter from the University of Ottawa confirming your participation in the Mini Courses, please contact Élissa Blake at elissa.blake@uottawa.ca.

Resources
Ottawa:
- On-line submissions are recommended. For information, visit https://www.ottawapolice.ca/en/about-us/Level-3---Vulnerable-Sector-Check.aspx.
- To apply in person, visit the Ottawa Police Station at 2670 Queensview with the completed form available at: https://www.ottawapolice.ca/en/about-us/resources/WEBSITE_LEARN_LEVEL_THREE.pdf.

Gatineau:
- Applications must be made in person by visiting one of the following police stations: https://www.gatineau.ca/portail/default.aspx?p=guichet_municipal/police/communiqu ez_avec_nous/postes_police.