

Anglican Diocese of Edmonton

Security Screening Process Information

Screening checks done for the Diocese are valid for three years. If any individual has already had the required checks done (eg. Youth workers who were screened for their parish) please call Margaret at the Synod Office (439-7344) to verify that the checks are still valid, and they will be recorded as complete for the Summer Camp Application.

1. Who do I screen?

Any volunteer or paid position on staff at the Diocese of Edmonton Summer Camps must be screened. These are residential camps involving children and youth under 18, and Diocesan Policy requires that screening checks are completed.

2. What is the procedure to get a check done?

Two checks need to be completed: a Police Check, and a Child Welfare Record Check. The procedure varies, depending on where you live in the Diocese.

Edmonton Police Checks:

For those living in the area served by the Edmonton City Police, there are two forms available; one for paid staff and one for volunteers. The information for each is the same, but it is important to have the correct form. These are to be completed and returned to the Synod Office for submission to the Police. The police will then fax a list of names back to the Bishop, indicating whether or not each person is clear. The Bishop will contact any individual that does not get a clear check and have them pick up their form from Police Headquarters, and will then be in touch with them about the form.

RCMP/Other City Police Checks:

For all areas outside Edmonton, individuals must pick up forms from their local Police station, fill them out and return them to the Police station. Once the individual has the results of the check, all results must be sent to the Synod Office, Attention: Bishop Jane. The originals must be sent, as copies and faxes will not be accepted. As with the Edmonton Police, any unclear checks will be handled by Bishop Jane.

Child Welfare Checks in Edmonton and Area:

The areas served by the Edmonton office include the City of Edmonton, plus Ardrossan, Beaumont, Calmar, Clover Bar, Cooking Lake, Josephburg, Leduc, Metiskow, New Sarepta, Nisku, Oliver, Sherwood Park, St. Albert, Thorsby, Uncas and Winterburn. All other areas must have checks completed by their local Child and Family Services Office (see below). People living in Edmonton and area must fill out a screening form and send it to the Synod Office, along with photocopies of two pieces of ID, verified by clergy in the parish. One piece must include a photograph, signature, and date of birth. Suitable ID includes a Driver's License, Social Insurance Number, Alberta Health Care, Student ID, Birth Certificate, etc. **Once the forms have been checked by Child and Family Services, they will be returned to the individual, who must then submit these forms to Bishop Jane.**

Child Welfare Checks outside Edmonton and Area:

Those individuals outside the areas listed above must call their local Child and Family Services Office for details of what is required with the forms. Some are asking for photocopies of ID, and some are asking for a letter from the requesting agency (The Diocese of Edmonton). These forms will be returned to the individual once checks are complete and must then be sent to Bishop Jane. The phone numbers of the Child and Family Services Offices for some of the areas around the Diocese are:

Fort Saskatchewan 992-6700 Spruce Grove 962-7635

Morinville 939-1257 Stony Plain 963-9424

3. How do I fill out the forms?

Information important to include on each form:

Police Checks:

Be sure to sign any areas involving the “vulnerable sector”, as this informs the police that you will be working with children/vulnerable people. Also, be sure to check that both sides of the form are completed, and signed where indicated. Read all areas carefully to ensure that the form is complete.

Edmonton Police Forms:

In the “Verification of Applicants ID” area, only a member of the Synod Office Staff or Clergy in your parish are able to sign this. You must present two pieces of ID for them **in person**, and they must sign to verify that they have seen this. The requesting agency is the Anglican Diocese of Edmonton.

Child Welfare Check Forms:

It is important to include the last names of any children listed on the form, even if they are the same as your own. Complete addresses of the person being checked are also important, including the postal code, as this is where the form will be returned to once the check is complete. The requesting organization should be The Anglican Diocese of Edmonton, and it can also include the name of the individual parish as a secondary organization (e.g. Anglican Diocese of Edmonton, Summer Camp Program).

4. I had to pay to get my Police check done, who is covering this cost?

Screening checks for volunteer positions should be done at no cost, and paid positions will be paid for by the Diocese of Edmonton Summer Camp Program. Please submit a receipt with your completed screening checks for reimbursement.

5. If I had a check done for another agency, may I use it for the Diocese?

The requesting agency on the checks must be the Diocese of Edmonton. RCMP checks that do not list a requesting agency and were completed in 2006 or later are acceptable, but a Child Welfare Record Check must be completed. Bishop Jane must still receive the originals of these checks.

6. Who will see the forms?

All forms are confidential and will go to Bishop Jane.

7. What happens if a check is not clear?

An unclear check does not automatically disqualify any individual from ministry in the Diocese of Edmonton. Bishop Jane will contact each person with an unclear check.

8. How do I get my check to Bishop Jane?

Bishop Jane must receive the original of the screening forms. Photocopies and faxes will not be accepted. To send your forms in once they have been completed and checked by the screening agency, mail them to the Synod Office with the following information on the outside of the envelope:

**Attention: Bishop Jane Alexander
10035 – 103 Street
Edmonton, AB
T5J 0X5**

Security Check Forms Enclosed

9. When do I need to have these checks done?

The deadline for applications for Summer Camp positions is Friday, May 29th, 2009. Checks must also be complete at this time.

When submitting forms to Bishop Jane, please let us know that the check is for the Summer Camp Program, as well as noting the applicant’s parish.

Please call Margaret Marschall at 439-7344 if you have any questions.