

CRIMINAL RECORD CHECK

1. PURPOSE

This policy states the requirement for staff, volunteers, contractors, and clinicians who have direct authority over, or work directly with, children, youth or vulnerable adults, to complete a Police Vulnerable Sector Check.

2. DEFINITIONS

In this policy:

“New Brunswick Choral Federation (NBCF)” means the Board of Directors, its staff and volunteers, as appointed by the Board of Directors.

“President” means the person holding the office of President of the New Brunswick Choral Federation and, when the position is vacant or the President is on leave, means the Vice-President shall act as the President;

“The Board” means the persons elected by the membership to serve as the Board of Directors for the NBCF.

“Staff” means any person that is in a permanent or contracted position and paid by the organization.

“Volunteer” means any person acting in a leadership capacity, be it supervisory, or as an ensemble director. A volunteer may be a paid person on an event-to-event basis.

“Clinician” means a person who has been contracted by the NBCF to provide expertise to the membership for a specific event.

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

“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.

3. PRINCIPLES

3.1 Each staff, volunteers, contractor, and/or clinician that participates in any form of leadership role directly involving minors and/or vulnerable adults shall file with the NBCF a Vulnerable Sector Check report in the form prescribed by a policing authority and dated within the last five years.

3.2 The NBCF shall require each staff, volunteer, contractor, and clinician aged eighteen years or older commencing any NBCF position that will cause them to have direct authority over, or work directly with, children, youth or vulnerable adults in an NBCF activity, event, or program setting, to complete and file with the Federation a Vulnerable Sector Check report in the form prescribed by a policing authority:

- a) at the commencement of their position, and
- b) at least every fifth year thereafter.

3.3 The NBCF may require volunteers in any position that does NOT cause the volunteer to have authority over, or work with, children, youth and vulnerable adults, to complete and file with the Federation a Criminal Record Check report in the form prescribed by a policing authority.

3.4 The NBCF may reimburse the cost of a Vulnerable Sector or Criminal Record Check report.

3.5 No person found guilty in a judicial proceeding of physical or sexual assault shall be permitted to work in any NBCF program.

4. Forms

Appendix 1 provides a template for a Vulnerable Sector request letter if required for a person to apply for the same.

Adopted

(August 28, 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 () contracted
(name of applicant)

with the _____
(name of corporation)

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)

(position)

(signature)

(telephone number)