

Vulnerable Sector Screening

What is a vulnerable sector? Who is included?

A vulnerable person is defined as a person who, because of their age, a disability they have, or other circumstances, whether temporary or permanent, are (a) in a position of dependence on others or (b) are otherwise at a greater risk than the general population of being harmed by person(s) in a position of authority or trust to them.

What is a Vulnerable Sector Screening (VSS)?

A VSS provides information to the inquiring party about an individual's record of criminal offences, charges, probation, warrants, and more.

Why do you need a VSS to volunteer with SciXchange?

As per the policies of the Toronto District School Board (TDSB), volunteers are required to provide a VSS. The purpose is to maintain the safety and best interests of the students.

Obtaining a VSS

Determine the city of your legal address. This is the address officially registered with the government and can be found on your driver's license or any other government issued ID. You are *NOT* allowed to use any other address you may be living at temporarily, or is not registered legally.

- If your legal address is **in Toronto**, follow the instructions in **Table A**.
- If your legal address is **outside Toronto**, follow the instructions in **Table B**.

Table A - Your legal address is in Toronto	Completed
1. Visit your bank branch to obtain a certified cheque for \$20 payable to "Toronto Police Service." Requesting the cheque will cost about \$10-\$15. Keep <i>ALL</i> receipts as you will be reimbursed 100% by SciXchange.	
2. Fill out the Consent Disclosure Form provided to you by SciXchange. This is the form printed on legal size paper.	
3. Bring your cheque, completed Consent Disclosure form, and the official Let's Talk Science background check request form to the Toronto Police Service station located at 40 College St. This is the only station you may visit to request a VSS. Submit all documents to the Police Reference Check Program's "Drop Box."	
4. Wait for your VSS to be mailed directly to your legal address. This can take up to 6 weeks.	
5. When you receive your VSS, bring it to the SciXchange office in	

KHE124 and give it to Stephanie or Leigh. You may visit the office anytime from Monday to Friday, between 9:00am - 4:00pm.	
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Table B - Your address is outside Toronto	Completed
1. Visit your local police station and request a VSS.	
2. Submit the official Let's Talk Science background check request form. You will be asked to fill out another form while there that will be provided by the station and will ask for your personal information.	
3. You will be required to pay a fee on the spot using debit, credit, or cash. Ensure you keep <i>ALL</i> receipts as you will be reimbursed 100% by SciXchange.	
4. Wait for your VSS to be mailed directly to your legal address. This takes about 4 - 6 weeks.	
5. When you receive your VSS, bring it to the SciXchange office in KHE124 and give it to Stephanie or Leigh. You may visit the office anytime from Monday to Friday, between 9:00am - 4:00pm.	

Getting Reimbursed

1. Visit the SciXchange office anytime from Monday to Friday, between 9:00am - 4:00pm.
2. Present all receipts to Stephanie, who will then provide you with a Petty Cash Reimbursement Form.
3. Bring all receipts and the Petty Cash Reimbursement Form to the Cashier's Office in POD66. It is open Monday to Friday, 10:30am - 3:30pm.

Additional Info

- The VSS will be shared and reviewed solely with the Let's Talk Science National Office and your Let's Talk Science Outreach Site Coordinators.
- Volunteers will not be allowed to participate in volunteer activities at any TDSB school until the VSS is submitted to the SciXchange office.
- Once received, all VSS documents are retained by the Let's Talk Science National Office and are protected under the Let's Talk Science privacy policies.
- VSS information and documents are valid for Let's Talk Science for one year from the date on the completed VSS.