# Police Checks and Insurance

Refugees are considered vulnerable people. Anyone who volunteers with a vulnerable population must provide a Police Check with Vulnerable Sector Portion\*.

Our commitment is to make families feel safe and secure in the new place they call home. Given these vulnerabilities, it is extremely important that Constituent Groups maintain a **core group** of fully screened members who interact with your newcomer family. For continuity and for relationships of trust to grow, we recommend that this core group not exceed 10 people.

Each volunteer in your core group and anyone who will be alone with the family at any time or is in a position of influence must complete a Vulnerable Sector Check. Since the cost and time required to process a Vulnerable Sector Check through local police services varies by jurisdiction, MCCO Refugee Program has a standing account with Sterling Backcheck to make this a simple and efficient process for all volunteers

Volunteers named on this document should go to [https://www.sterlingtalentsolutions.ca/landing-pages/m/mcc-ontario/](https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.sterlingtalentsolutions.ca%2Flanding-pages%2Fm%2Fmcc-ontario%2F&data=02%7C01%7Cstephanieschreuders%40mcco.ca%7C3271c13bb2564e922af508d7edcf51c6%7C169838f761344f5b8d1ab2d131856f52%7C0%7C0%7C637239346997578346&sdata=dXgXnQHcqOxA1OyJQhzn5D92%2B%2FlhtPVUaNXIsd33Vdk%3D&reserved=0) and begin the process.

* During the identification process you will be asked to provide the name of your Constituent Group. If you are unsure, ask your CG Primary Contact.
* You will also be asked a number of questions based on their credit report. Please note these questions are for identification purposes only and neither Sterling Backcheck nor MCCO will have access to the candidate’s credit information.
* Once permission has been given and the fee per volunteer has been paid, mybackcheck.com will automatically generate the security report and forward it to the individual. A copy is also available to MCC as a backup.
* Once the individual has received their copy, they must forward it to the CG Primary Contact who will track compliance on this form.

If your group members would prefer to secure their Police Check *with Vulnerable Sector Checks* through their local Police department they must provide the completed documentation to the CG Primary Contact in order to track compliance. Most police services now require a letter from the CG – so if your group members choose this option, contact MCC for direction. A copy of the VSC must be provided to MCC along with the completed form. MCC will maintain files related to VSCs, hold them confidentially, and will advise the CG lead of any concerns.

The Volunteer Information Form must be completed and returned to MCC with all required supporting documentation *prior* to submission of the application to IRCC.

Refer to the MOU for more information.

# A note to the Primary Contact completing this form:

* Please distribute the information to your members named here so that they may complete the police check process.
* When submitting this form to MCC, please indicate whether or not an individual will be using their vehicle for sponsorship purposes and are therefore providing automobile insurance information.
* **After collecting ALL of the documents required,** please check the box indicating that you have verified the police checks and insurance requirements (Primary Contact Confirmed) and CONFIRM that the requirements have been met. Save the document and send to MCC for our files.
* **INCLUDE** a copy of the MyBackCheck report or VSC for each volunteer.
* **DO NOT INCLUDE** insurance documents to MCC at this time. Keep all supporting documents confidentially. You may be required to provide proof of compliance at any time.
* \***NOTE**: \*Vulnerable Sector Check may also be known as a Vulnerable Sector Clearance or Vulnerable Sector Verification. What is important is that **the definition refers to working with a vulnerable population**. If you have any questions, please notify MCC.

# Name of Constituent Group: Click or tap here to enter text.

# Name of Sponsored Refugee: Click or tap here to enter text.

# Constituent Group Core Members – *Please include all those listed on the MOU*

| Legal First Name | Legal Last Name | Email address | **POLICE CHECKS** | **INSURANCE** |
| --- | --- | --- | --- | --- |
|  |  |  | **Valid VSC** **Primary Contact Confirmed** | **BackCheck**requiredthrough Sterling BackCheck ONLY | **HOME/****RENTERS** | **AUTOMOBILE** |
|  |  |  | **Date on VSC** | **Check if needed** | **Date:** *Office use only* | **Primary Contact****Confirmed** | **Is it required?** | **Primary Contact****Confirmed** |
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# Thank you for your continual support and commitment to welcome and walk alongside newcomers to Canada. Please do not hesitate to contact the Refugee Sponsorship Team at MCCO if you have any further questions.