

APPENDIX G -

Obtaining a Police Reference Check:

Police reference checking is a condition of field placement for all Early Childhood Education students at Seneca College. Police reference checking is a precautionary measure designed to seek confirmation that students doing field work with children do not have a criminal history which could potentially make them unsuitable for certain positions of trust. Such checks assist Seneca in attempting to ensure the safety and well-being of children who are receiving services from a variety of child-related agencies.

The cost of the police reference check is the responsibility of the student. Field placements will not commence until the check process is received and confirmed. A police reference check is considered current if it was issued no more than six months from the start of the field work. Therefore, students will be required to renew their police reference check once expired. All information obtained through a police reference check is strictly confidential.

Students with a criminal record shall not be automatically disqualified from field placement. The Chair and/or Coordinator shall consider any mitigating circumstances before reaching a final decision.

Application for Police reference checks must be made through the Police department in the area in which the student resides. For residents of Toronto, please contact the Program Assistant to mail the required form to you.

Please note

Once the forms are sent to the police, the check could take up to 16 weeks. Therefore, it is important to submit your completed form and required fees A.S.A.P.

To ensure your application is processed without delay, you must attach a photocopy of one of the following government issued identification.

- Driver's Licence
- Birth Certificate
- Passport

Answers to commonly asked questions:

- **How long does it take to process my request?**

Please allow eight working days from the date the request is received by your local police department. In the City of Toronto this will take up to 16 weeks currently to process.

If it is being mailed back to you, please allow time for Canada post delivery.

- **Where do I take the application after I have completed it?**

It can be taken to your local Police department. In the City of Toronto, please follow the instructions that will be included with the form sent to you.

- **How do I pay?**

Cash. Cheque. Money Order. Payable to: your local Police department.