

## External Presenter and Performer FAQ

Last Updated: January 2020

### What is a Vulnerable Sector Check (VSC)?

A police reference check conducted by the Toronto Public Service or any other police service in Canada, which includes a criminal record check and confirms whether an individual has been granted a pardon for a registered sex offense in Canada. A vulnerable sector check includes a summary of information contained in local police service databases that have not been provided to the RCMP National Repository of Criminal Records.

### Why does TPL require a VSC for external performers?

TPL has an excellent track record for engaging external performers, presenters and partners. TPL has been able to operate as a safe space for children, youth and families for many years, and requires all staff with programming in their job description to have a cleared VSC.

To maintain the high standard of care, TPL has a formal assessment process which includes a VSC check for:

- external parties that interact with vulnerable populations served by TPL
- all volunteers working with children, youth under the age of 18 and adults with disabilities

### Who needs to have a cleared VSC in place before they can be engaged as a presenter?

All external presenters, performers and external organizations, paid or unpaid, will be required to obtain a VSC before they can deliver programs to vulnerable persons, including children, youth under the age of 18, and to persons with an intellectual disability.

### Who will pay for the VSC?

External presenters, performers and partners are responsible for the cost of the VSC. Individuals who submit a VSC to TPL retain the original document once the process is complete.

#### What if I already have a cleared VSC can I present at TPL?

As part of your program proposal application review, you will be asked for a cleared VSC that has been issued within 6 months of TPL seeing the documentation. A VSC issued later than that is not accepted, and a new one will need to be obtained.

#### How do I know if I need a VSC and what steps are involved?

Submit your program to TPL. You will be contacted by PRC Administration if a VSC is required. At this point we will provide you with instructions as to how to go through the process. Applicants will be asked to pay any applicable fees.

Please note that TPL will not receive any results concerning the VSC directly from any Police Services. Therefore, once the you receive the VSC results, it will be your responsibility to forward the original to TPL. Once the vetting process is completed, the original copy of the VSC will be returned to you.

#### What if the I am not a permanent resident of Toronto?

You will be asked to consult your local Police Service and follow the local process.

Please note that TPL will not receive any results concerning the VSC directly from any Police Services. Therefore, once the you receive the VSC results, it will be your responsibility to forward the original to TPL. Once the vetting process is completed, the original copy of the VSC will be returned to you.

#### What will happen if I do not provide TPL with a completed VSC?

You will not be eligible to provide programs for TPL.

#### What happens after the VSC results are delivered to TPL?

The vetting process will be completed and you will be eligible to deliver programs at TPL. TPL will return the original VSC results to you.

#### Does this mean I am guaranteed to be engaged by TPL to deliver a program?

No. Eligibility does not guarantee engagement.

#### What if I am offering the program free of charge?

Performers/presenters and external organizations, paid or unpaid, need a cleared VSC in place before they can deliver programs to children, youth or vulnerable persons in the library.

How long does it take to get the VSC?

Processing the VSC takes approximately 6 to 8 weeks.

Is this a one-time requirement?

No. All external presenters, performers and collaborators will be required to file an annual declaration for the three years following the submission of the initial VSC results. A new VSC will be required in the following year to maintain their standing with TPL.

I live out-of-province/country. How do I get a VSC?

Please contact [prcadmin@tpl.ca](mailto:prcadmin@tpl.ca).