

Policy Requirements

- ✓ One of the steps in our application approval process is to issue an email requesting the completion of a criminal record check. We will suggest the best method for your situation.
- ✓ All Sagitawa staff applying to work with children must be first cleared through a Criminal Record Check and Vulnerable Sector Search. The VSS only applies to staff that are 23 and older. A second VSS is only required for staff who have been away for more than 5 years. These VSS rules apply to all volunteer staff, employees, permanent staff and Board members.
- ✓ Seasonal staff must complete criminal record checks annually.
 - All checks should be completed before coming to camp.
 - All volunteers who are 18 and under must also do a record check if they are to be working with children.
 - Staff without a criminal record check will not be permitted to work with children.
- ✓ Permanent camp staff must do a record check every 5 years.
- ✓ Board members must do a record check every 3 years.

Methods Available

CRRP – Criminal Records Review Program

[Ministry of Justice, BC](#)

- For:** Volunteers (*and students “hoping” to receive a student work grant*)
- Cost:** Free / includes VSS every time
- Need:** 2 pieces of government-issue ID – one with photo
- Methods:** Online – *for Volunteers in the Equifax Database*
Paper – *for Volunteers not in the Equifax Database*
- This database provides a positive ID of the individual to speed up the process.*
- Procedure:** We will contact you with instructions when we receive your staff application.

Enhanced Police Information Check

[BackCheck.ca](#)

- For:** Employees (*also volunteers, but pricey*)
- Cost:** \$30 paid by employee / BackCheck doesn't do the VSS
- Need:** 2 pieces of government-issue ID – one with photo
- Methods:** Online – done at camp, results in 24 hours (very fast)
- Procedure:** We will contact you with instructions when we receive your staff application.

RCMP

[Your local branch](#)

- For:** Employees (*also volunteers, but more difficult process*)
- Cost:** Depends on detachment. They might waive fee for volunteers – see [letter](#).
VSS is a different form. You usually need 3 forms.
- Need:** 2 pieces of government-issue ID – one with photo
- Methods:** Paper, and Fingerprints if necessary
- Procedure:** We will contact you with instructions when we receive your staff application.

Basic RCMP form data

Select all 4 categories in the search request.

Part 2 information is as follows:

Gary Pryzner, Director, Sagitawa Christian Camping Society,
Box 61, Moberly Lake, BC V0C 1X0

Please contact us if you have questions.

Which Criminal Record Check?

Name-based checks are not able to verify the applicant's identity. If it returns a flag, it states that the applicant "may or may not have a record." Name-based checks are sufficient when they are marked "none located". They are also quicker and less costly. They are available through most local RCMP. Fees may be waived for volunteers who provide a waiver letter from the organization.

Fingerprint-based checks prove a person's identity and provide the details of the record. Camp policy requires fingerprint-based checks for any applicant that "may have" a criminal record. If you are aware that your record will be returned in this way, then please (1) indicate this on your staff application, (2) disclose the basic details of that record to the Camp Director, and (3) complete a fingerprint-based record check (available through the local RCMP). If the Camp Director believes that the substance of a record has any bearing on the safety of children, we will not be able to accept your application to serve at camp without further appeal and consideration by the Board. All information in this regard is kept in the highest confidence at the Camp Office.