



CAMP ROBIN HOOD

CRIMINAL RECORD CHECK PROTOCOL

THE PROTOCOL

NEW STAFF:

- **All new staff 18 years of age or older at the time of signing the contract** are required to submit a criminal record check. Here are the details:
 - o If you have a Vulnerable Sector Screening (VSS) obtained after January 1, 2026 you may submit it with your signed contract.
 - o If you do not, please visit <https://pages.sterlingbackcheck.ca/landing-pages/c/cca/> for the easiest and most economical way (\$29) to obtain a criminal record check. Be sure to submit the document to the camp office prior to June 26. Staff hired in June must present evidence that the Criminal Record Check has been initiated.
- **Staff under 18 at the time of signing the contract** will have to sign-off on a voluntary disclosure statement which asks you to attest that you do not have any type of criminal record or pending criminal court proceedings. Since all contracts are jointly signed by parents and staff under 18, please see the contract for details.

RETURNING STAFF:

- All returning staff, are required to submit either a Criminal Record Check or an offence declaration. The "Forms" section in the staff portal will indicate what you are required to submit.
- Complete the Offence Declaration Form below IF we have received a Criminal Record Check from you after January 1, 2024.
- All other returning staff are required to submit a criminal record check. Here are the details:
 - o If you have a Criminal Record Check obtained after January 1, 2026, you may submit it with your signed contract.
 - o If you do not, please visit <https://pages.sterlingbackcheck.ca/landing-pages/c/cca/> for the easiest and most economical way (\$29) to obtain a criminal record check. Be sure to submit the document to the camp office prior to June 26. Staff hired in June must present evidence that the Criminal Record Check has been initiated.

What will Camp Robin Hood do if it is determined that a criminal record exists?

Individuals who have been convicted of a sexual or violent offence certainly forfeit their ability to work at Camp Robin Hood. All other prospective staff in this category will be carefully scrutinized and handled on an individual basis.



CAMP ROBIN HOOD

OFFENCE DECLARATION

This form must be completed by all Camp Robin Hood employees over the age of 18 who have previously submitted a police check in 2025 or earlier.

Instructions:

- The offence declaration must be completed in every calendar year.
- This form must be completed and signed by the individual from whom an offence declaration is required and by Camp Robin Hood to confirm receipt. This form will be retained on the individual's personal file.

I, _____ declare that, since _____
First and Last Name Date of last police check or last offence declaration

(Check all that apply)

- I **have not been** convicted of an offence under section 151 (sexual interference) of the Criminal Code (Canada).
- I **have not been** convicted of an offence under section 163.1 (child pornography) of the Criminal Code (Canada).
- I **have not been** convicted of an offence under section 215 (duty of persons to provide necessities) of the Criminal Code (Canada)
- I **have not been** convicted of an offence under section 229 (murder) of the Criminal Code (Canada).
- I **have not been** convicted of an offence under section 233 (infanticide) of the Criminal Code (Canada).

Declaration of Offences

- I **have been** convicted of the following offences under the Criminal Code (Canada):

I declare that the above discloses all of my convictions under the Criminal Code (Canada) since the date specified above.

In addition, I am aware that I **am required** to provide Camp Robin Hood with an offence declaration as soon as reasonably possible at any time that I am convicted of an offence under the Criminal Code (Canada).



CAMP ROBIN HOOD

Signed by:

Name of individual (please print)

Signature of individual

Date



March 3, 2026

Camp Robin Hood

Date

