

## 2011 Police Reference Check Policy

### Introduction

The Police Reference Check Program is an essential component to the application process to be accepted as a volunteer at Variety Village and Variety – The Children’s Charity. Police Reference checks are a mandatory process, to be completed by and paid for by the applicant. The purpose of the Police Reference Check is to protect Variety participants, many of whom are children and otherwise members of a vulnerable sector of society; adherence to this policy ensures Variety is able to promote and provide a safe and healthy environment for all.

### Policy

All volunteers age **18 years or older** are required to obtain a Police Reference Check from either the Toronto Police Services, or from the Police Department which governs their area of residence. A clear Police Reference check is their confirmation that the volunteer does not have a criminal record for which a pardon has not been issued and makes the applicant eligible for placement. This is a mandatory process to be completed prior to starting in a program that directly involves children or people with disabilities.

Police Reference checks can be obtained in the following manner;

Through your local police department at a cost of **approximately** \$18.00 and a wait time of up to 2 weeks.

Through Variety Village at a cost of \$27.50 and a maximum wait time of 48 hours.  
( Variety does not obtain any of the money collected)

**Variety will accept previous or prior Police Reference checks that are no older than one year.**

Should the Police Services discover an issue in your record, they will notify you by mail of the details, and send a letter to Variety advising only that you have been sent a letter. No details are provided to Variety. If you receive a letter of details regarding your police history from Police Services, you must provide a copy of the detailed letter, and a decision will be made at that time as to whether or not the volunteer will be accepted in the Variety environment.

The Police Reference Check form, whether clear or lettered, is maintained in a confidential file in the office of the Volunteer Co-coordinator under Canadian government PIPEDA standards.

## 2011 Volunteer Guidelines

### About Volunteering at Variety Village

Volunteers have always played an important role in the success of Variety Village. They are vital to the delivery of our services and key to our ongoing success.

Our volunteers are involved at all levels including our Board of Directors, event management teams, associate instructors, interns, co-operative education students and ambassadors. They range from some of the country's most influential personalities to elite athletes, retirees and young participants who are always willing to lend a hand.

### Volunteer Age Restrictions

Age	Type of Volunteer Work Available	Reasoning
15 Years Old	Event Work Only	Due to the nature of work encountered at Variety Village and the maturity needed, we offer event work as an introduction to volunteering at Variety Village.
15 Years Old +	Volunteers may assist in Programs, at Events and in all other areas of Variety Village except for Camps	Mature Volunteers who prove they have the skills required for volunteer positions will be considered for this type of work.
16 Years Old+	At 16 Volunteers will be able to assist in Camps.	Due to our camp accreditation, through the Ontario Camps Association, no person under the age of 16 will be permitted to volunteer in camps.

Download and fill out our application and e-mail it to [volunteer@varietyontario.ca](mailto:volunteer@varietyontario.ca)

**Please note that due to the overwhelming number of volunteer applicants, only those who qualify for available positions and are chosen for interviews will be contacted via e-mail.**

Thank you for your interest in volunteering at Variety Village

Sincerely,

Zoë Middleton  
 Volunteer Coordinator  
 Contact: [zmiddleton@VarietyVillage.on.ca](mailto:zmiddleton@VarietyVillage.on.ca)