What is a Vulnerable Sector Police Reference Check (VSPRC)?
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 police reference 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 are we implementing VSPRC requirements for external performers?
TPL has an excellent track record for engaging external performers, presenters and partners. We have been able to operate as a safe space for children, youth and families for many years. To maintain this standard of care, we are formalizing the assessment process for external parties that interact with vulnerable populations served by TPL.

Currently all volunteers working with children, youth under the age of 18 and adults with disabilities, and staff with programming in their job description have cleared VSPRC. We are extending this expectation to external performers, presenters and collaborating organizations, as part of the revisions to the Programming Policy.

When does this requirement come into effect?
Starting in January 2019, TPL requires that all performers, presenters and partners have a cleared VSPRC before being engaged to deliver a program at TPL. All prior submissions will be reviewed and updated with a valid VSPRC by the end of 2019.

Who needs to have a cleared VSPRC 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 VSPRC before they can deliver programs in the library to children, youth under the age of 18 or persons with a disability.

What if I already have a cleared VSPRC can I present at TPL?
Starting in January 2019, all performers and presenters applying to do business with the library will be asked for a cleared VSPRC that is within 6 months of their application. A VSPRC issued later than that is not acceptable and the applicant will need to get a new one.

How does the performer/presenter get their VSPRC?
Only those applicants who meet our programing criteria will be instructed to complete the VSPRC as part of the vetting process. At this point we will provide you with direction 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 VSPRC directly from any Police Services. Therefore, once the you receive the VSPRC results, it will be your responsibility to forward the original to TPL. Once the vetting process is completed, the original copy of the VSPRC will be returned to you.

Who will pay for the VSPRC?
External presenters, performers and partners are responsible for the cost of the VSPRC.
What if 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 VSPRC directly from any Police Services. Therefore, once the you receive the VSPRC results, it will be your responsibility to forward the original to TPL. Once the vetting process is completed, the original copy of the VSPRC will be returned to you.

What will happen if I do not provide TPL with a completed VSPRC?
If you have not completed the required vetting process, you will not be eligible to provide programs for TPL.

What happens after the VSPRC 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 VSPRC results to you.

I have delivered my VSPRC results to TPL. 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 volunteer, need a cleared VSPRC in place before they can deliver programs to children, youth or vulnerable persons in the library.

How long does it take to get the VSPRC?
Processing the VSPRC takes approximately 4 to 6 weeks.

Is this a one-time requirement?
No. All external presenters, performers and partners will be required to file an annual declaration for the three years following the approval and addition to the TPL Programming Database. A new VSPRC will be required in the following year to maintain their standing with TPL.

I live out-of-province/country. How do I get a VSPRC?
Please contact programproposals@torontopubliclibrary.ca

Do volunteers who deliver programs to children, youth and disabled adults need a cleared VSPRC?
Yes. Currently, TPL follows a comprehensive risk management process that includes a VSPRC for volunteers engaged in activities with children and youth as defined by TPL’s volunteer profiles. As of January 1, 2019 all volunteers working with external partners in delivering programs to these groups are also required to have a cleared VSPRC.