

Name: Vulnerable Sector Checks for Children's Camps
Policy and Procedure

Policy Number: 6 2015

Origin: Human Resources

Approved: September 3, 2014

Issuing Authority: Executive Management Group

Responsibility: Senior Director, Human Resources

Revisions: May 22, 2015, June 11, 2015

Effective Date: June 11, 2015

Introduction

The University exercises due diligence when individuals are placed into a position of trust or authority over children.

**the nature and gravity of the offense;
the applicant's full and open disclosure of information during the process; and
efforts at rehabilitation'**

Any decision to accept or reject an individual with a conviction is solely at the discretion

Sincerely,

[HIRING MANAGER NAME]

[HIRING MANAGER TITLE]

I have read, understood and agree with the foregoing. I have had a reasonable opportunity to consider this letter and the matters set out therein. I accept employment with Saint Mary's University on the terms and conditions set out in this letter.

Offer Accepted:

Date:

[NAME]

Copy: Department File

Appendix C
Template - Temporary Camp Volunteers
(please contact Human Resources for additional assistance)

[DATE]

I have read, understood and agree with the foregoing. I have had a reasonable opportunity to consider this letter and the matters set out therein. I accept this volunteer opportunity with Saint Mary's University on the terms and conditions set out in this letter:

Offer Accepted:

Date:

[NAME]

Copy: Department File

