

Youth Exchange Safety and Compliance Resource Criminal Record Checks (eCRC) FAQ



District 5040 Youth Exchange supports student safety by establishing policy and guidelines for D5040 Rotary Clubs participating in the Youth Exchange Program.

Our district adopts the Statement of Conduct for working with youth as set out in Rotary Code of Policies, Sec.2.100 which states:

Rotary International strives to create and maintain a safe environment for all youth who participate in Rotary activities. To the best of their ability, Rotarians, Rotarians' spouse, and partners, and other volunteers must safeguard the children and young people they come into contact with and protect them from physical, sexual, and emotional abuse.

Criminal Record Checks

A Criminal background check with local police (City, RCMP) for all adult participants in the Youth Exchange Program who have direct unsupervised contact with one or more Youth Exchange Students is required. Criminal background check is based on local law enforcement search of the Canadian National Data Bank (CPIC).

This includes but is not limited to all host parents and residents in the host family home over 19 years of age, assigned Rotary Counsellors, Club Youth Exchange Officers, and Club Presidents.

Frequently Asked Questions - Criminal Record Checks (eCRC)

I recently had a criminal record check (CRC) done for my employer. Do I need to do one for Rotary?

If the CRC was an **eCRC** certificate through the Ministry of Justice Criminal Record Review Program (CRRP) program, no you do not. In that case, it just needs to be *shared* with Rotary District 5040 through their dedicated web portal to the CRRP program site.

How is the electronic system different from the previous system?

Fast, centrally controlled, shareable with other registered organisations, does not require physical presence at a Police or RCMP office, except by exception. Response is generally within 7 business days.

Why do Rotarians have to do this? I thought this was a volunteer organization?

Rotary International and Rotary District 5040 strive to create and maintain a safe environment for all youth and vulnerable adults who participate in Rotary activities.

If the eCRC cannot be processed for whatever reason, does that preclude me from being a Rotarian?

No, but it may place some restrictions on activities that involve youth and vulnerable adults. In some cases, you may be requested to attend your local RCMP/Police detachment office for further verification.

How often will I have to have an eCRC completed?

Every 4 years, as per Rotary International regulations.

When will I need to renew my eCRC?

If you have a valid **paper CRC** currently on file, you and your club will be notified at the beginning of the year it expires.

I did a paper CRC through the RCMP less than 4 years ago. Do I need to do it again?

No. If you completed a paper CRC and it is currently on record with District 5040 after December 31, 2011, you will not need to do one this year. You and your club will be contacted at the beginning of the year that your 4 year period expires.

I have been a Rotarian and volunteered for many years and have never had to do a CRC before. Do I now have to complete a eCRC?

You are strongly encouraged to do so. This allows you to volunteer for any activity that comes your way as a Rotarian. The added benefit is that you may be capable of volunteering with other registered organizations without reapplying for another CRC.

I have received a paper copy of a paper CRC form to complete. Should I complete this or apply on line using the eCRC?

If you do not currently have a CRC on file with District 5040 you should utilize the **eCRC** process made available through the District 5040 web portal.

Is there a cost for this process?

No, it is free, unless certain additional verification is requested; local RCMP/Police offices may require payment in certain such cases. Fees are waived when there is **certainty** that the applicant is a volunteer. To ensure that, when you go to the RCMP/Police take a copy of a letter signed by either your Club President identifying you as a volunteer or the District Rotary Chair (there is one on Clubrunner in the Youth Exchange area, otherwise have your Club President do up one for the whole club).

How long will the eCRC take?

The online application will take less than 5 minutes. Our history indicates that without any hiccups in the process, notification to the Youth Compliance Officer is about 7 working days. The District Compliance Archivist will then notify you and your club secretary by email.

How is the approval information letter returned to the member?

There is actually no such thing as an approval letter as such. What the District will receive is an email "Notice of Criminal Record Check Results" indicating that no criminal record was found for the purpose of working with children or vulnerable adults. After the District Compliance Archivist receives confirmation of a negative result to the search, the member will then be notified with a copy by email. The Club secretary will also be notified by email of the "approval by Rotary District 5040" having cleared the electronic Criminal Record Check Program. *The club will not receive a copy of any correspondence with the Ministry of Justice Criminal Record Review Program.*

Can I have a copy of the clearance once Rotary District 5040 receives it from the Ministry of Justice?

The clearance is not intended for any use other than meeting Rotary's legal requirement to ensure that the records check has been done and that the Rotary member does not present a risk to children or vulnerable adults.

Will I be told if anything shows up on my record?

Yes. If the eCRC discloses a record, you will be notified by the Criminal Record Review Program (CRRP). Remember the application is *between you and the CRRP*. District 5040 only receives confirmation of negative results (nothing positive in the records), not rejections or any other correspondence.

Who else may request or be given information regarding my eCRC from Rotary District 5040?

Rotary District 5040 will not disclose your **eCRC** approval to any third party. It is for the sole use of District 5040 club activities, the safety of youth and vulnerable adults that we volunteer for and with. But if you wish to share **your eCRC status with another organization** registered with the CRRP, you can complete an online sharing request *through that other organizations specific web portal*.

Can Rotary District 5040 accept a paper CRC from the RCMP or another police agency in British Columbia if it was done recently?

Yes, if you prefer. Remembering there is a four year life on any paper CRC or **eCRC**. But we are encouraging members to use the **eCRC** online application process; it is the most expedient way with the least amount of information disclosed to the District. If you are in the process of arranging a paper CRC the original, not a copy, must be sent to the District Compliance Archivist.

How do I get a password to login to the online system?

Below is the hyperlink that will take you to the Criminal Record Review Program site.

<https://justice.gov.bc.ca/eCRC/>

The access code to reach the District site of "Rotary International District 5040 British Columbia" is - **AVW2L4AG7L**

What happens if I authorize the eCRC but receive a letter from the Ministry of Justice advising that I am required to have fingerprints taken to complete a Vulnerable Sector (VS) check?

Rotary District 5040 recommends that you complete the fingerprinting as it is part of the Vulnerable Sector check requirement related to your individual eCRC.

Will Rotary District 5040 cover the cost of the fingerprinting?

Fees are waived by the Police when there is **certainty** that the applicant is a volunteer. To ensure that, when you go to the RCMP, in addition to taking at least one photo identification, take a copy of a letter signed by either your Club President or the District Rotary Chair. (there is one on Clubrunner in the Youth Exchange area). This letter should state that you are a Rotarian and volunteering for community activities and will not be receiving any remuneration.

Where can I find more information about criminal record checks?

You can find more information about criminal record checks, including the vulnerable sector (VS) check at: www.pssg.gov.bc.ca/criminal-records-review/.

How is confidentiality respected?

The District Compliance Archivist is bound by the confidentiality required by the District bylaws and the Provincial Ministry of Justice. The Provincial electronic system is operated on a secure server and data is fully encrypted. Disclosure of any data by the Criminal Record Review Program (C.R.R.P.) is only done on request from the member involved, not by Rotary or any third party organization, or as required by law.

What if I just moved to British Columbia?

No problem, as long as you have lived in Canada for at least two years. In addition, you do require a credit history of at least six months. You will be asked to answer correctly a set of security questions unique to your personal credit history. You will also have to have a current Canadian address. If you cannot meet these standards, you will have to attend to your local RCMP/Police station and apply for a CRC manually.

If I have questions, who can I contact?

Ron J. Davis, District Archivist by email at ron.davis2@shaw.ca.

Gordon Dalglish, District Policy Chair by email at gdalglish@shaw.ca.