



POLICE CHECKS

As a Placement agency you have the right to request CPIC's from students for vulnerable sector agencies, educational and other institutions if you are requesting the same documentation from your existing staff.

Here are some guidelines you should following regarding CPIC:

1. Police record checks should only be requested when it is reasonable because of the type of placement.
2. Placement Agencies are responsible for checking all CPIC information.
3. Alternatively, Placement Agencies can request that the College pre check the CPIC, however the College is not responsible for declining placements if unclear
4. Responsible for ensuring the protection of ALL student information and NOT using the information to discriminate against the student
5. CPIC's should not be used as a substitute for proper hiring practices including references

Student's Responsibilities when CPIC is requested:

1. The Student will be responsible for all associated costs for the Policy Agency requests;
2. The Student will be responsible for ensuring the all documents are sent to the appropriate agency;
3. The student will be responsible for reporting to the College if denied placement as a result of an unclear CPIC.

What happens when there is an UNCLEAR CPIC Result?

When a Student does NOT have a CLEAR CPIC, the following will be applied as per the College placement processes:

1. The student will notify the Program Coordinator/College Placement Representative or Agency if requested of the unclear CPIC;
2. The Program Coordinator/College Placement Representative will advise the Student that the Placement Agency must be notified in order to proceed;

3. If the Student is willing to sign a letter of consent to release any relevant information pertaining to the CPIC he/she will sign a Consent to Release CPIC Information form;
4. The Placement Agency will be contacted to share the CPIC results in a secure manner and ask that the CPIC be accepted;
5. The Placement Agency will be required to sign a CPIC Confirmation of Acceptance Form that the student's circumstances are acceptable in order to commence placement – secure letter in students file;
6. Once agreed, update the internal program tracking sheet that the student has been accepted into placement;
7. Student should retain the original CPIC and or provide a copy to the Placement Agency if requested



St. Lawrence College

IMMUNIZATIONS

Placement Agencies will be responsible for indicating any special or required immunizations to the College in order to ensure the health and safety of the student while on placement.

Students are responsible for completing all immunizations as a requested prior to starting their placements. You can request printed copies of a student's immunization report from the student.

All student information must be protected as per PERSONAL HEALTH INFORMATION PROTECTION ACT (PHIPA) requirements.