

SERVICE PROVIDER FORM

Required for all service providers who have direct and/or regular contact with students with students while providing goods or services under contract, carrying out employment functions for a contracted provider, or providing services to someone contracted by the Minister.

Name of Provider (company) _____

Name of Provider (individual)

Contact Information (phone/email)

Location/School(s) where service is being provided:

Summary of Services:

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POLICE RECORD CHECK

Service Providers over the age of 18 are required to provide a Police Record Check (PRC), in the form of a Vulnerable Sector Check (VSC), or a Criminal Record and Judicial Matters Check, as determined by Human Resources. A Service Provider may be considered 'continuous' throughout the school year, allowing access to multiple DSB1 locations without requiring submission of a new check each time. For as long as an individual continues to be a Service Provider at DSB1 locations, they will need a new police record check every five (5) years as well as an annual Offence Declaration between PRCs. Human Resources will provide a means of having Service Providers complete an Offence Declaration each year. Human Resources shall retain an original or a true copy of the Police Record Check. Completed PRCs and Offence Declarations will be filed in a separate and secure location

This requirement is not for those organizations that are “Organization Photo ID required” such as:

- Public Health Departments
- Children's Mental Health Centres
- Community Care Access Centres
- Day Nurseries
- Children's Aid Societies
- Victorian Order of Nurses
- Other agencies as determined by the Director of Education or designate