



Distillery Historic District  
15 Case Goods Lane Studio 203  
Toronto ON M5A 3C4  
416 598 0242 [www.innercityangels.ca](http://www.innercityangels.ca) |  
[innercityangels@mac.com](mailto:innercityangels@mac.com)

## **Procedures for Police Clearance to Enter Schools Vulnerable Sector Checks (VSC) Toronto Police Services (TPS)**

Once accepted as a roster or guest artist or volunteer with Inner City Angels please follow these steps to secure your vulnerable sector check from the TPS and subsequent registration with the TDSB. This applies to all Fashion Takes Action facilitators working under the auspices of Inner City Angels.

### **If you live in Toronto and wish to enter a Toronto District School Board school ~**

1. Print the latest TPS VSC form **on legal size paper**, complete it and send it **plus a photocopy** (also on legal size paper) to ICA directly at Jane Howard Baker's home studio at 10 Clueson Park, Toronto ON M8Y 2C3. The blank form is available here <http://innercityangels.ca/wp-content/uploads/2016/09/TPSVulnerableSectorCheckBLANK.pdf>.
2. Include a cheque payable to ICA for \$65 for regular processing and \$100 for fast track. This pays for the criminal record check. You will not be personally reimbursed for this fee as it is a *cost of doing business* as a freelance artist-facilitator.
3. Jane will sign and send your application directly to the **Toronto Police Services**. You will receive your cleared VSC from the police at your home address within 1 week to 3 months (depending on fast track or regular).
4. When it arrives, please make **two photocopies** on legal size paper. **Send or hand-deliver the original plus ONE copy to ICA at the above address.** Include a self-addressed envelope in the package.
5. Keep the 2nd copy safe.
6. You will then receive your original back from the TDSB once they have seen it and entered it into the ICA database. This will take less than a week.
7. Carry your cleared original with you when entering schools.
8. Do not go into schools in the meantime or else you could be denied entry.
9. Keep your original in a safe place. You may be asked for it several times. It's like a passport.
10. Note the TDSB will only **accept a cleared VSC that is less than a year old**. So don't delay.
11. Each June ICA will ask you to sign an Annual Offense Declaration (AOD) stating that you haven't committed a crime in the past year. This can be found here

### **If you live outside Toronto and wish to enter a Toronto District School Board school ~**

1. Visit your Regional Police Services and obtain a VSC on your own. Follow their procedures.
2. When you receive your cleared VSC from the police make two photocopies.
3. Follow steps 4-11 as above.

### **If you live outside Toronto and wish to work in other school boards but not Toronto~**

1. Follow step 1 above and send a VSC photocopy to ICA at 10 Clueson Park, Toronto ON M8Y 2C3. No need to send your original.
2. You will be asked to complete and AOD each June.

**Questions? Call Jane Howard Baker at 416 598 0242 or email [innercityangels@mac.com](mailto:innercityangels@mac.com).**