

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section PERSONNEL

Policy Name CRIMINAL BACKGROUND CHECK 714
Management Guideline Applies

Board Approved: February 24, 2015
June 16, 2009
May 26, 2003

Reviewed; February 2, 2015
June 10, 2009

Review by: December 2020

POLICY

The Superior-Greenstone District School Board has the responsibility, under *The Education Act*, to provide a safe and secure working and learning environment for students and employees. The board is in a position of trust with regard to students and must strive to protect their intellectual, physical, mental, and emotional well-being.

This policy applies to board employees, service providers, volunteers, trustees and others.

DEFINITIONS

“criminal background check” means, in respect of a board, a document concerning an individual:

- a) that was prepared by a police force or service from national data on the Canadian Police Information Centre (CPIC) database within six months before the day the board collects the document; and
- b) that contains information concerning the individual's Personal Criminal History.

PROCEDURES

- 1.0 The board will not employ or continue to employ persons who have criminal records and/or patterns of behaviour that may place students at risk.
- 2.0 The board will not contract with or continue to contract with an individual who has direct and regular contact with students who has a police record, which is judged to potentially place a student or students at risk.
- 3.0 The board will contract an external agency to collect and adjudicate police record checks on all service providers and employees of service providers who are identified by the board as potentially coming into direct and regular contact with students.
- 4.0 The board will not allow school access to volunteers, trustees or others who have direct and regular contact with students, but who have not provided a Police Record Check, or who have provided a Police Record Check, which when adjudicated has been found to present an unacceptable risk to students and/or staff.
- 5.0 In accordance with Regulation 521/01 a Criminal Background Check must be provided by all:
 - current employees
 - volunteers and service providers
 - trustees

- 6.0 All new employees will be required to provide, at their own expense, an original Vulnerable Sector Screening Check prior to commencing employment, service provisions or volunteer activities that entail direct contact with pupils on a regular basis at a school site of the board.
- 7.0 All service providers, trustees, volunteers and others will be required to provide, at their own expense, an original Police Record Check. Fees for trustees will be paid by the board.