

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

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SERVICE PROVIDERS

The Superior-Greenstone District School Board has contracted with Ontario Education Services Commission (OESC) to provide Police Record Check and Offence Declaration services on behalf of the Board.

The Human Resource Department will provide an updated Service Provider list to the Principals of each school by September 1st of each year.

Principals will notify the Coordinator of Human Resource Services prior to contracting a new Service Provider. The Coordinator of Human Resource Services will decide, or will provide direction for Principals in determining whether or not specific Service Providers contracted directly by the school require a Criminal Background Check and annual Offence Declaration.

The Coordinator of Human Resource Services will notify the Service Provider about the requirements of Regulation 521/01 and advise the Service Provider that they must contact OESC directly.

Principals are responsible for checking OESC Identification cards for all service providers prior to them entering the schools.

VOLUNTEERS

Principals must obtain a Police Records Check from volunteers prior to them having direct contact with the students. The Principal shall collect an Offence Declaration from the individual by September 1st of each year thereafter.

Principals should advise volunteers to go to their nearest police station to obtain a Police Records Check. Volunteers should advise the police that they are working for the School Board strictly in a volunteer capacity. (At the present time police record checks for volunteers are done free of charge).

Where evidence is received of a criminal conviction the Principal must forward the Police Record Check to the Adjudication Committee in a sealed envelope marked "Private and Confidential".

The Adjudication Committee will review the record and advise the Principal of the status of the volunteer.

The volunteer may not be placed in the classroom until after the Adjudication Committee review is complete.

The school shall retain an original or a true copy taken from the original Police Record check by the Board designated contact or designate. Complete Police Record checks will be filed in the school in a separate and secure location.

The most recent Offence Declaration will be kept on file with the police record check. Complete Police Record checks and Offence Declarations will be filed in the school in a separate and secure location.

OTHERS

The Principal is responsible for ensuring that the individual has been approved to be in direct contact with the student.

The following organizations have standards and practices in place for collecting police record checks within their organization.

- Public Health Units
- Children's Mental Health Centres
- Day Nurseries
- Children's Aid Societies
- Community Care Access Centres
- Integrated Services for Northern Children
- Ross MacDonald School for the Blind
- Lakehead Regional Family Centre
- Brass Bell Family Resource Centre
- Dilico Ojibway Child and Family Services
- George Jeffrey Children's Treatment Centre

The Principal will be responsible for ensuring the individual is able to produce either a valid OESC ID Card and a piece of photo ID; or a valid business card and a piece of photo ID; or a valid organization issued photo ID card which clearly identifies them as an employee of that organization.

Principals are responsible for ensuring that students from Faculties of Education and Colleges who are on practicum assignments in schools are able to produce an OESC identification card and a valid photo ID. Principals should ensure that a copy is taken for the file.

It is the responsibility of the Principal to ensure that any "Others" provide a police record check.

TRUSTEES

The Coordinator of Human Resource Services must obtain a Police Records Check from Trustees prior to them having direct contact with the students. The Coordinator of Human Resource Services shall collect an Offence Declaration from the individual by September 1st of each year thereafter. The most recent Offence Declaration will be kept on file with the police record check.

The Coordinator of Human Resource Services should advise Trustees to go to their nearest police station to obtain a Police Records Check. Trustees may submit a receipt for reimbursement to the Human Resource Department.

Where evidence is received of a criminal conviction the Human Resource Department must forward the Police Record Check to the Adjudication Committee in a sealed envelope marked "Private and Confidential".

The Adjudication Committee will review the record and advise the Coordinator of Human Resources of the status of the Trustee.

The Trustee will be denied school access until after the Adjudication Committee Review is complete.

The Board shall retain an original or true copy taken from the original Police Record check by the Board designated contact or designate. The most recent Offence Declaration will be kept on file with the Police Record check. Complete Police Record checks and Offence Declarations will be filed in a separate and secure location.