

York Catholic District School Board



BOARD POLICY	
<i>Policy Section</i> Human Resources	<i>Policy Number</i> 407
<i>Former Policy #</i>	<i>Page</i> 1 of 2
<i>Original Approved Date</i> August 26, 2003	<i>Subsequent Approval Dates</i> March 31, 2009

POLICY: CRIMINAL BACKGROUND CHECKS - BOARD EMPLOYEE

SECTION A

1. PURPOSE:

The York Catholic District School Board affirms its responsibility to provide a safe and secure learning and working environment for students and staff. The Board is in a position of trust with regards to students and must strive to protect their intellectual, physical and emotional well-being. In accordance with Ontario Regulation 521/01, the Collection of Personal Information, the Board commits to implementing appropriate measures to ensure that those employees having direct and regular contact with students are free of any criminal records which may place a student at risk.

2. POLICY STATEMENT:

It is the policy of the York Catholic District School Board

- not to employ or continue to employ persons who have criminal records which may place a student(s) at risk as a result of direct and regular contact with students; and
- that Offence Declarations be submitted annually by all employees.

3. PARAMETERS

- 3.1 New employees who have direct and regular contact with students will be required to provide, at their own expense, an original copy of their Vulnerable Sector Screening (a comprehensive Criminal Reference Check).
- 3.2 New employees who do not have direct and regular contact with students will be required to provide, at their own expense, an original copy of their Criminal Background Check.
- 3.3 Existing employees shall submit annually, and by September 1, an updated Offence Declaration.

3.4 Retention

Criminal reference checks, vulnerable sector screenings and offence declarations will be filed in a separate and secure location in accordance with Regulation 521/01.

3.5 Adjudication

- Where evidence is received of a criminal conviction, the Superintendent of Human Resources shall consider the circumstances surrounding the conviction when determining an appropriate course of action.
- The course of action may include disciplinary action up to and including dismissal, and/or withdrawal of the employment offer, and shall be in compliance with other Board policies, collective agreements and legislation.

3.6 Consequences of Non-Compliance

Failure to provide a current Offence Declaration form by the date prescribed may be subject to disciplinary action up to and including dismissal.

4. RESPONSIBILITIES

Superintendent of Human Resources

- To ensure that an offer of employment is not confirmed until a satisfactory criminal reference check/vulnerable sector screening is received;
- To ensure that all employees complete an offence declaration on an annual basis;
- To ensure overall compliance with O. Regulation 521/01; and
- To adjudicate, where required.

5. FORMS

York Region Police Services
York Region Police Services

Vulnerable Sector Screening
Criminal Reference Check

6. CROSS-REFERENCES

O. Regulation 521/01 The Collection of Personal Information

Approval by Board	March 2009 _____ <i>Date</i>
Effective Date	March 2009 _____ <i>Date</i>
Revision Dates	_____ <i>Date</i>
Review Date	March 2014 _____ <i>Date</i>