



**YORK CATHOLIC DISTRICT SCHOOL BOARD  
POLICY REVIEW COMMITTEE AGENDA**

Tuesday, February 17, 2026

6:00 p.m.

Catholic Education Centre

320 Bloomington Rd. West, Aurora, ON. L4G 0M1

Watch the Policy Review Committee Meeting STREAM event on our  
YCDSB TV Channel: <http://bit.ly/YCDSB-TV>

\* Indicates Addendum

**Pages**

<b>1. OPENING PRAYER</b>			
	<i>Heavenly Father, as we meet today, please be with us. Guide our thoughts, ideas, and decisions. Bless abundantly all who are present. Come be with us, inspire us and lead us in our time together. We ask this in your name. Amen</i>		
<b>2. LAND ACKNOWLEDGMENT</b>			
	<i>We are gathered on the ancestral lands and waters of all Indigenous Peoples, who have left their footprints on Mother Earth before us. We respectfully acknowledge those who have walked on it, those who walk on it now, and future generations who have yet to walk upon it. We pray to the Creator for strength and wisdom that all may continue to serve as stewards of the Earth.</i>		
<b>3. ROLL CALL</b>			
<b>4. APPROVAL OF NEW MATERIAL</b>			
<b>5. APPROVAL OF THE AGENDA</b>			
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14.b.1 Policy 303 School Organized and Continuing Education Excursions

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14.c.2 Policy 405B Appointments to Academic Positions of Responsibility

14.c.3 Policy 405C Appointments to Principal and Vice Principal Positions

**15. FUTURE MEETING DATES:**

April 7, 2026

June 2, 2026

**16. ADJOURNMENT**



## 10. BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETING

N/A

## 11. DELEGATIONS

N/A

## 12. STAFF PRESENTATION(S)

N/A

## 13. ACTION ITEMS:

### a) Policy 103 Communications Policy

This policy was scheduled for review as part of the Board's cyclical review process. The policy was updated to improve clarity, modernize terminology, and strengthen alignment with current communication practices.

**MOTION: Barbieri/Wigston**

**CARRIED**

### b) Policy 201 Healthy Schools

This policy was updated to ensure alignment with current Ministry direction and resources, as well as to remove outdated practices, responsibilities, references, and operational details.

**MOTION: Barbieri/Alexander**

**CARRIED**

### c) Policy 201A Healthy Schools - Eating and Nutrition

This policy was updated to ensure alignment with current Ministry direction and resources, as well as to remove outdated practices, responsibilities, references, and operational details. The policy was discussed in detail and suggested changes will be made prior to this policy going to the next board meeting. Suggestions include the importance of praying before lunch and snacks; the need for yearly communication to our Catholic Schools Councils to be informed of food prices in our school cafeteria and the continued recommendation of the importance of handwashing before meals and snacks.

**MOTION: Crowe/Iafrate**

**CARRIED**

### d) Policy 201B Healthy Schools - Physical Activity

This policy was updated to ensure alignment with current Ministry direction and resources, as well as to remove outdated practices, responsibilities, references, and operational details. This policy was discussed in detail, a recommendation was made to make the policy more clear and to stipulate that this policy applies to all students.

**MOTION: Wigston/Iafrate**

**CARRIED**

### e) Policy 701 Access to School & Board Premises

The policy and procedure were updated to reflect the Board's current operation of the access control system and to align the procedure with current practices for managing access for authorized individuals. Recommendations made during review of this policy indicated the need to remove the reference to Policy 708 (Outdoor Activity Equipment) and the need for the policy to be applicable to both schools and the Catholic Education Centre.

**MOTION: Alexander/Iafrate**

**CARRIED**

### f) Policy 801 Use of Board Controlled Funds for Recognition or Acknowledgement (formerly titled: Use of Board and School Funds for Recognition or Acknowledgement)

This policy was scheduled for review as part of the Board's cyclical review process. This policy was updated to clearly outline what Board-Controlled Funds may and may not be used for, specifically for recognition or acknowledgement purposes, and to ensure full alignment with the Ontario Broader Public Sector (BPS) Expense

Directive. After much discussion it was agreed that the policy needs more work and for the language to be clearer when describing expectations across all areas of the Board. The policy will return to the Policy meeting in February.

**g) (NEW) Policy 813 Use of Proceeds of Disposition (POD)**

This policy was created following the comprehensive financial and expenditure review conducted by KPMG LLP, which recommended establishing a formal policy for managing Proceeds of Disposition (POD). It sets out clear rules and procedures for the accounting, restriction, allocation and use of POD funds, ensuring compliance with applicable legislation. Language in 4.2 will be adjusted, the policy will then be presented at the Board meeting.

**MOTION: Grella/Alexander**

**CARRIED**

**14. DISCUSSION ITEM:**

**a) Policy 106 Delegations to the Board and Procedure**

A report was presented to Trustees to provide information on the recent history of the approval process embedded within Policy 106. A revised policy and procedure will come to the next Board meeting and will reflect the suggestion that was made for the need of all delegation requests to be reviewed by the Board of Trustees and the Senior Team. The deadline for delegation submission (including speaking notes) will be changed to 6pm the Sunday evening prior to the Regular Board Meeting. The final decision of choosing delegations will fall within the responsibility of the Director and Chair of the Board.

**b) Video Recordings of Board/Committee Meetings**

A report was presented to Trustees with an overview of current practices, legislative context, and jurisdictional comparisons related to the recording and posting of Board and Committee meetings.

**15. INFORMATION ITEM(S):**

**i) Procedure 701 Elementary Administrative Locked Door Protocol**

This procedure was referred to when discussing Policy 701.

**16. FUTURE MEETING DATE(S):**

Feb. 3, 2026, Apr. 7, 2026, June 2, 2026

**ADJOURNMENT:**

**THAT** the Policy Review Committee meeting adjourned at 7:46 p.m.

**MOTION: Grella/Barbieri**

**CARRIED**

**YORK CATHOLIC DISTRICT SCHOOL BOARD**

**REPORT TO:** Policy Review Committee  
**FROM:** Administration  
**DATE:** February 17, 2026  
**RE:** **Policy 112 Privacy and Freedom of Information and Procedure 112 Privacy Breach Procedure, Freedom of Information Request**

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This report is presented to Trustees to highlight the rationale for the revisions to Policy 112 *Privacy and Freedom of Information* and Procedure 112 *Privacy Breach Procedure, Freedom of Information Request*.

**BACKGROUND:**

The policy and procedure were updated as part of the Board’s cyclical review process to ensure continued alignment with current privacy and access to information legislation.

**RECOMMENDATION:**

That the updates to Policy 112 *Privacy and Freedom of Information* be approved.

**ATTACHMENTS**

- (1) Revised Policy 112 *Privacy and Freedom of Information*.
  - (2) Revised Procedure 112 *Privacy Breach Procedure, Freedom of Information Request*.
- 

Policy Owner: Scott Morrow, Chief Information Officer  
Prepared By: Alexandra Burnell-Gentile, Policy Advisor  
Endorsed By: Jennifer Sarna, Interim Director of Education



## YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i> <b>Governance</b>	<i>Policy Number</i> <b>112</b>
<i>Former Policy #</i>	<i>Page</i> <b>1 of 7</b>
<i>Original Approved Date</i>	<i>Subsequent Approval Dates</i>
<b>September 1, 2009</b>	<b>June 17, 2014 January 26, 2021</b>

### POLICY TITLE: PRIVACY AND FREEDOM OF INFORMATION

#### 1. PURPOSE

The York Catholic District School Board acknowledges that privacy is a fundamental human right protected by the *Canadian Charter of Rights and Freedoms*. **The Board further recognizes its obligations under the *Ontario Human Rights Code* and the *Anti-Racism Act (2017)* to ensure that privacy practices do not create or reinforce systemic discrimination. Privacy protections must uphold Catholic Social Teaching, particularly human dignity, equity, and the common good.**

The York Catholic District School Board recognizes its obligation to protect all rights of privacy with respect to personal information that is collected, used, disclosed, retained and disposed during and/or after the education of students and/or the employment of York Catholic District School Board employees. The York Catholic District School Board also recognizes its obligations under the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*, to be transparent and to provide access to information under its custody and control.

#### 2. POLICY STATEMENT OBJECTIVE

It is the policy of the York Catholic District School Board to manage the collection and protection of personal information, its use, disclosure, retention, and destruction, **and ensure appropriate access to information** in accordance with the provisions and statutory duties and responsibilities under the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*, the *Education Act*, and the *Ontario Student Record (OSR) Guideline*.

~~It is the policy of the York Catholic District School Board to be transparent and to provide access to information under its custody and control in accordance with the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*, the *Education Act*, and the *Ontario Student Record (OSR) Guideline*.~~

The York Catholic District School Board's **acts as a Health Information Custodian and is** which include Psychologists, Speech-Language Pathologists, Occupational Therapists and Physical Therapists, are further governed by the *Personal Health Information Protection Act (PHIPA)* and are responsible for compliance with ~~this act~~ the *Personal Health Information and Protection of Privacy Act (PHIPA)* in regard to the collection, use, disclosure, **access**, retention and disposal of Personal Health Information ~~in the course of their duties at YCDSB~~ **in the delivery of healthcare services to students.**

### 3. PARAMETERS

The York Catholic District School Board shall:

- 3.1 Collect Personal Information only when it is necessary for educational and employment purposes or as required and authorized by law.
- 3.2 Respond to all **formal** requests for information within 30 calendar days, according to the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) **and Personal Health Information and Protection of Privacy Act (PHIPA)**, unless exemptions apply.
- 3.3 Notify individuals of the purpose for which their personal information is being collected prior to the collection of personal information.
- 3.4 Ensure that Personal Information is accurate, complete, and up-to-date in order to fulfill the specified purposes of its collection, use, disclosure, retention and disposal.
- 3.5 Comply with all reporting requirements of the Information and Privacy Commissioner of Ontario, including but not limited to privacy breaches.
- 3.6 Retain, use, disclose and dispose of documents in accordance with Policy 109 Records and Information Management, ~~and the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA)~~ **and Personal Health Information and Protection of Privacy Act (PHIPA)**.
- 3.7 ~~Provide Privacy and Freedom of Information training to all staff upon hire, and annually thereafter.~~ **Ensure staff are informed of their responsibilities and obligations under applicable privacy and access to information legislation.**

### 4. RESPONSIBILITIES

#### 4.1 Board of Trustees

- 4.1.1 To comply with the Privacy and Freedom of Information Policy and procedures.
- 4.1.2 To participate in Privacy and Freedom of Information training, as required.

#### 4.2 Director of Education

- 4.2.1 To oversee compliance of the Privacy and Freedom of Information Policy and related procedures.
- 4.2.2 To accept and implement recommendations by the ~~Privacy Officer~~ **Records and Privacy Manager** to ensure organizational compliance with the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA).
- 4.2.3 To address Privacy Breaches in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), including implementing recommendations from the ~~Privacy Officer~~ **Records and Privacy Manager** related to privacy breaches.
- 4.2.4 To delegate the recommendations where appropriate for implementation to the necessary Supervisory Officer and/or Manager.
- 4.2.5 To participate in Privacy and Freedom of Information training ~~upon hire and annually thereafter.~~

#### 4.3 Senior Administration

- 4.3.1 To ensure the implementation of the Privacy and Freedom of Information Policy and related procedures.
- 4.3.2 To immediately notify the ~~Privacy Officer~~ **Records and Privacy Manager** if there is a suspected privacy breach and participate in the Privacy Breach Protocol, while maintaining confidentiality, as required.
- 4.3.3 To implement recommendations of a Privacy Breach Report, as directed by the Director of Education.
- 4.3.4 To participate in Privacy and Freedom of Information training ~~upon hire and annually thereafter.~~

#### 4.4 Chief Information Officer

- 4.4.1 To provide, in collaboration with the ~~Privacy Officer~~ **Records and Privacy Manager**, the necessary Information Technology infrastructure to protect and safeguard electronic personal information collected, used and retained by the York Catholic District School Board, in accordance with *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* and *Personal Health Information Protection Act (PHIPA)*.
- 4.4.2 To ensure, in collaboration with the ~~Privacy Officer~~ **Records and Privacy Manager**, adequate IT procedures and guidelines are in place for staff to protect and safeguard electronic personal information collected, used and retained by the York Catholic District School Board.
- 4.4.3 **To provide a redacted summary of the Privacy Breach Report to the Director of Education and to the Board of Trustees, where appropriate.**

#### 4.5 ~~Privacy Officer~~ **Records and Privacy Manager**

- 4.5.1 To ensure York Catholic District School Board compliance with Privacy and Freedom of Information Policy, related procedures and all applicable privacy and Freedom of Information legislation.
- 4.5.2 To ensure, in collaboration with the Chief Information Officer, adequate privacy procedures and guidelines are in place for staff.
- 4.5.3 ~~To provide Privacy and Freedom of Information training for all staff upon hire and annually thereafter.~~ **To ensure staff are informed of their responsibilities and obligations under applicable privacy and access to information legislation.**
- 4.5.4 To administer the Privacy Breach Procedure, in a reasonable timeframe, according to the following steps:
  - 4.5.4.1 Respond;
  - 4.5.4.2 Contain;
  - 4.5.4.3 Investigate;
  - 4.5.4.4 Notify; and
  - 4.5.4.5 Implement Change
- 4.5.5 To produce and submit an independent Privacy Breach Report to the ~~Director of Education~~ **Chief Information Officer**, which addresses actions taken and recommendations ~~by the York Catholic District School Board during the Privacy Breach Procedure.~~, **where required.**
- 4.5.6 To report to the *Information and Privacy Commissioner of Ontario* privacy breaches, as required by law.
- 4.5.7 To process formal Freedom of Information requests and **respond to** privacy complaints.

#### 4.6 Managers/Principals/Supervisors

- 4.6.1 To ensure implementation and compliance with the Privacy and Freedom of Information Policy and related procedures.
- 4.6.2 To acknowledge and support the work and the requirements of those employee groups who must comply with *Personal Health Information Protection Act (PHIPA)*.
- 4.6.3 To immediately notify the ~~Privacy Officer~~ **Records and Privacy Manager** if there is a suspected privacy breach and participate in the Privacy Breach Procedure, while maintaining confidentiality, as required.
- 4.6.4 To implement recommendations of a Privacy Breach Report, as directed by their Supervisory Officer.
- 4.6.5 To participate in Privacy and Freedom of Information training ~~upon hire and annually thereafter.~~
- 4.6.6 To release personal information to the person to whom it is related or to

- their parent(s)/guardian(s), in accordance with *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* and *Education Act*.
- 4.6.7 To refer all formal requests for information referencing the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* to the ~~Privacy Officer~~ **Records and Privacy Manager**.
- 4.7 Staff**
- 4.7.1 To comply with the Privacy and Freedom of Information Policy and procedures.
- 4.7.2 To assume responsibility for all personal information under their custody or control as outlined in the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* and in accordance with the Confidentiality Agreement.
- 4.7.3 To participate in Privacy and Freedom of Information training ~~upon hire and annually thereafter~~.
- 4.7.4 To immediately notify their immediate supervisor if there is a suspected privacy breach and participate in the Privacy Breach Procedure, as required.
- 4.7.5 To release personal information to the person to whom it is related or to their parent(s)/guardian(s), in accordance with *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* and *Education Act*.
- 4.7.6 To refer all requests for information referencing the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* to the ~~Privacy Officer~~ **Records and Privacy Manager**.
- 4.8 Health Information Custodians ~~Staff Acting as Agents Under PHIPA~~**
- 4.8.1 To ensure the collection, use, disclosure and protection of confidential personal health information ~~complies with in their custody and control as outlined in the~~ *Personal Health Information Protection Act (PHIPA)* **and Board information handling practices**.
- 4.8.2 To immediately notify their immediate supervisor and the ~~Privacy Officer~~ **Records and Privacy Manager** if there is a suspected privacy breach and participate in the Privacy Breach Procedure, as required.
- 4.8.3 To release personal information to the person to whom it is related or to their parent(s)/guardian(s), in accordance with the *Personal Health Information Protection Act (PHIPA)*.
- 4.9 Parents/Guardians/Students/Public**
- 4.9.1 To follow the Privacy and Freedom of Information Procedure(s) to request access to or correction of personal information.
- 4.9.2 To notify the School Administration or ~~Privacy Officer~~ **the Records and Privacy Manager** of a suspected Privacy Breach.
- 4.10 Third Party Service Providers**
- 4.10.1 To fulfill contractual obligations to comply with privacy legislation.
- 4.10.2 To inform the York Catholic District School Board's ~~Privacy Officer~~ **Records and Privacy Manager** as soon as a privacy breach or suspected breach is discovered.
- 4.10.3 To take all necessary actions to contain the privacy breach as directed by the York Catholic District School Board.
- 4.10.4 To take all necessary remedial action to decrease the risk of future breaches.

## 5. DEFINITIONS

### 5.1 Health Information Custodian

~~Any person (or class of person) who has custody or control of personal health information as a result of, or in connection with, performing prescribed powers, duties or work as defined in section 3(1) of the *Personal Health Information Protection Act*.~~

The York Catholic District School Board acts as a Health Information Custodian in the delivery of regulated health services. Under section 3(1) of the *Personal Health Information Protection Act (PHIPA), 2004*, the Board is deemed to have custody or control of personal health information collected, used or disclosed in connection with performing its prescribed powers, duties or work.

### 5.2 Personal Health Information

Identifying information about an individual student which pertains to health care, including information about a student's physical or mental health, receipt of health care services. The *Personal Health Information Protection Act (PHIPA)* establishes rules for the collection, use, and disclosure of personal health information in a broad range of circumstances.

### 5.3 Personal Information

"Personal information" is defined as documented information about an identifiable individual, including:

- 5.3.1 Information relating to the race, national or ethnic origin, colour, religion, age, gender identity, gender expression or marital or family status of the individual;
- 5.3.2 Information relating to the education or the medical, psychiatric, psychological, criminal or employment history of the individual or information relating to financial transactions in which the individual has been involved;
- 5.3.3 Any identifying number, symbol or other particular assigned to the individual;
- 5.3.4 The address, telephone number, fingerprints or blood type of the individual;
- 5.3.5 The personal opinions or views of the individual except where they relate to another individual;
- 5.3.6 Correspondence sent to an institution by the individual that is implicitly or explicitly of a private or confidential nature, and replies to that correspondence that would reveal the contents of the original correspondence;
- 5.3.7 The views or opinions of another individual about the individual; and
- 5.3.8 The individual's name where it appears with other personal information relating to the individual or where the disclosure of the name would reveal other personal information about the individual.

### 5.4 Privacy Breach

A privacy breach occurs when personal information is stolen or lost or is collected, used, retained, disclosed or destroyed without authority, which compromises the security and privacy of the protected personal information. ~~Appendix A contains examples of Privacy Breaches.~~

### 5.5 Privacy Complaint

A privacy complaint is a complaint lodged with the *Information and Privacy Commissioner of Ontario* against the York Catholic District School Board, where it is alleged the York Catholic District School Board has compromised or breached privacy protection rights by inappropriately collecting, using, disclosing or destroying information.

## 6. CROSS REFERENCES

### **Legislation**

[Anti-Racism Act](#)

[Education Act](#)

[Municipal Freedom of Information and Protection of Privacy Act \(MFIPPA\)](#)

[Personal Health Information Protection Act \(PHIPA\)](#)

[Information and Privacy Commissioner of Ontario](#)

### **YCDSB Policies/Procedures**

YCDSB Policy 109 Records and Information Management

YCDSB Policy ~~347~~ 119 Electronic Communications and Social Media

YCDSB Policy 227 Ontario Student Record (OSR)

YCDSB Policy 304A Research **and Surveys**

YCDSB Policy 408 Digital Discipleship: Employee Use of Technology

YCDSB Policy 412 Progressive Discipline of Employees

YCDSB Policy 705 Use of Video Surveillance Equipment

YCDSB Privacy Breach and Freedom of Information Request Procedures

<b>Approval by Board</b>	<b>January 26, 2021</b> <i>Date</i>
<b>Effective Date</b>	<b>January 27, 2021</b> <i>Date</i>
<b>Revision Dates</b>	<b>January 26, 2021</b> <i>Date</i>
<b>Review Date</b>	<b>January 2026</b> <i>Date</i>

## PRIVACY BREACH EXAMPLES

The following are some examples of privacy breaches:

	Student Records	Employee Records	Business Records
<b>Inappropriate disclosure/use of personal information</b>	<ul style="list-style-type: none"> <li>● Student's report card was mailed to the wrong home address.</li> <li>● Digital images of individuals taken and displayed without consent.</li> <li>● Hard-copy psychological assessments kept in openly accessible file cabinets that are not secured or controlled.</li> <li>● Confidential student health records inadvertently blown out of a car trunk and scattered over a busy street.</li> </ul>	<ul style="list-style-type: none"> <li>● Employee files containing social insurance numbers left in unlocked boxes near the open shipping/ receiving area.</li> <li>● Budget reports (containing employee numbers and names) found in their entirety in recycle bins and garbage bins.</li> <li>● Theft from car of a briefcase containing a list of home addresses of teaching staff.</li> </ul>	<ul style="list-style-type: none"> <li>● A list of names, including credit card numbers, left on the photocopier.</li> <li>● Personal information disclosed to trustees who did not need it to effectively decide on a matter.</li> </ul>
<b>Technology/ computer error</b>	<ul style="list-style-type: none"> <li>● Lost memory key containing student data.</li> <li>● Theft of a laptop containing Special Education student records on the hard drive from a staff member's car.</li> </ul>	<ul style="list-style-type: none"> <li>● Sending very sensitive personal information to an unattended, open area printer.</li> <li>● Password written on a sticky note stuck to a monitor.</li> <li>● Resumes faxed or emailed to a wrong destination or person.</li> </ul>	<ul style="list-style-type: none"> <li>● Stolen laptop containing names and addresses of permit holders.</li> <li>● Tender information scanned and not cleared from multifunctional office machine.</li> <li>● Disposal of equipment with memory capabilities (e.g., memory keys, disks, laptops, photocopiers, fax machines, or cell phones) without secure destruction of the personal information it contains.</li> </ul>

**YORK CATHOLIC DISTRICT SCHOOL BOARD**

**REPORT TO:** Policy Review Committee  
**FROM:** Administration  
**DATE:** February 17, 2026  
**RE:** **Policy and Procedure 210 Pediculosis (Head Lice)**

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This report is presented to Trustees to highlight the rationale for the revisions to Policy and Procedure 210 *Pediculosis (Head Lice)*.

**BACKGROUND:**

The policy and procedure were updated as part of the Board’s cyclical review process to ensure continued alignment with current public health guidance.

**RECOMMENDATION:**

That the updates to Policy 210 *Pediculosis (Head Lice)* be approved.

**ATTACHMENTS**

- (1) Revised Policy 210 *Pediculosis (Head Lice)*.
  - (2) Revised Procedure 210 *Pediculosis (Head Lice)*.
- 

Policy Owner: Jennifer Sarna, Interim Director of Education  
Prepared By: Alexandra Burnell-Gentile, Policy Advisor  
Endorsed By: Jennifer Sarna, Interim Director of Education



## YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i> <b>Students</b>	<i>Policy Number</i> <b>210</b>
<i>Former Policy #</i>	<i>Page</i> <b>1 of 4</b>
<i>Original Approved Date</i>	<i>Subsequent Approval Dates</i>
<b>April 25, 1989</b>	<b>November, 1996 January, 2005 February 9, 2010 November 23, 2010 April 23, 2013 March 29, 2016</b>

**POLICY TITLE: PEDICULOSIS (HEAD LICE)**

### SECTION A

#### 1. PURPOSE

The York Catholic District School Board recognizes concerns related to pediculosis (head lice) **within schools and the community.** ~~at the school, community, and regional level. The Board also recognizes~~ **acknowledges** ~~that the Ministry of Health does not designate~~ pediculosis (head lice) **is not designated** as a communicable disease **by public health authorities** and as such, it is not considered a health hazard. ~~to the community.~~

The purpose of this policy is to provide assistance and direction to Board staff, parents/**guardians**, and students, when dealing with pediculosis (head lice), **while minimizing disruption to learning and ensuring the dignity and privacy of students.**

#### 2. POLICY STATEMENT OBJECTIVE

It is the policy of the York Catholic District School Board to assist staff, parents/**guardians**, and students in the identification, treatment, and prevention of pediculosis (head lice) **in schools, in alignment with York Region Public Health guidelines.**

#### 3. PARAMETERS

- 3.1 When responding to cases of pediculosis (head lice), staff shall ensure that the dignity, well-being and privacy of the student is given the highest priority.
- 3.2 The procedures, an addendum to this policy, shall be implemented **in accordance with current public health guidance** when addressing cases of pediculosis (head lice).
- 3.3 **Students shall begin appropriate treatment promptly. Absence from school shall**

be minimized and shall not be required solely due to the presence of head lice or nits. Readmission to school shall not require proof of treatment; however, parents/guardians shall be encouraged to notify the school when treatment has begun.

- ~~3.4 Students will be readmitted to school once treatment has been administered and confirmed by the parent as outlined in the procedures, an addendum to this policy, if the child is under the age of eighteen (18) years of age.~~
- ~~3.5 Students eighteen (18) years of age and over will be readmitted to school once treatment has been administered and confirmed by the student as outlined in the procedures, an addendum to this policy.~~

## 4. RESPONSIBILITIES

### 4.1 Director of Education

- 4.1.1 To oversee compliance with the Pediculosis (Head Lice) policy.

### 4.2 Superintendents of Education

- 4.2.1 To support Principals with the implementation of the Pediculosis (Head Lice) policy and accompanying procedures.

### 4.3 Principal

- 4.3.1 To review the Pediculosis (Head Lice) policy and accompanying procedures with staff and the Catholic School Council at the beginning of each school year.
- 4.3.2 To communicate to parents, on an annual basis, information on the identification, treatment and prevention of pediculosis (head lice).
- ~~4.3.3 To provide leadership in the school community to ensure that cases of pediculosis (head lice) are given the highest priority, and are handled in an expeditious and effective manner while ensuring the dignity and well-being of the individual student.~~ **To ensure cases are addressed promptly while protecting the dignity of the student.**

### 4.4 Staff

- 4.4.1 To report any suspected cases of pediculosis (head lice) to the Principal.
- 4.4.2 To take all reasonable precautions to prevent pediculosis (head lice) through the practice of avoidance measures such as **no** head-to-head contact, and **no** sharing of combs, hairbrushes, caps, hats or hair ornaments.

### 4.5 Parents/Guardians

- 4.5.1 To be informed of the signs of pediculosis (head lice) and to initiate appropriate treatment promptly.**
- 4.5.2 To communicate with the school regarding confirmed or suspected cases.**
- ~~4.5.3 To check their child's head for signs of pediculosis (head lice) on a regular basis but, specifically when the school has notified parents/guardians of a case of pediculosis (head lice) or if their child may have come into contact with pediculosis (head lice).~~
- ~~4.5.4 To report any suspected cases of pediculosis (head lice) to the Principal.~~
- ~~4.5.5 To treat their child with pediculosis (head lice) in accordance with the parameters and procedures of this policy.~~

~~4.5.6 To submit the signed “Pediculosis Treatment Form”, upon their child’s return to school, to confirm with the Principal that the treatment of pediculosis (head lice) has been administered and to identify the type of treatment and the date treatment was administered.~~

4.5.7 To review with their child pediculosis (head lice) avoidance measures such as **no** head-to-head contact, and **no** sharing of combs, hairbrushes, caps, hats or hair ornaments.

#### **4.6 Students**

4.6.1 ~~To report to their Parent/Guardian immediately if they display any signs or symptoms of pediculosis (head lice) or suspect they have come into contact with pediculosis (head lice).~~ **To inform their parent(s)/guardian(s) promptly if they suspect the presence of live lice.**

4.6.2 To practice pediculosis (head lice) avoidance measures such as **no** head-to-head contact, and **no** sharing of combs, hairbrushes, caps, hats or hair ornaments.

~~4.6.3 To submit the signed “Pediculosis Treatment Form”, if eighteen (18) years of age or over, upon return to school, confirming with the Principal that the treatment of pediculosis (head lice) has been administered and to identify the type of treatment and the date treatment was administered.~~

## **5. DEFINITIONS**

### **5.1 Pediculosis (Head Lice)**

Pediculosis (head lice) are tiny insects that live on the scalp, where they lay their eggs. Head lice do not spread disease. Head lice have three (3) stages – the egg (nit), the nymph and the adult.

5.1.1 The egg (nit): Whitish-grey, tan or yellow ovals, approximately the size of a grain of sand that stick to the hair close to the scalp and can look like dandruff. Eggs (nits) hatch in 9 to 10 days.

5.1.2 Nymphs are baby lice. They look like adult lice but are smaller.

5.1.3 Adult Lice are approximately the size of a sesame seed and are difficult to see. Adult lice can live for up to 30 days on a person’s head, but they die within 3 days away from the scalp.

## **6. CROSS REFERENCES**

### **Legislation**

[Education Act](#)

[Municipal Freedom of Information and Protection of Privacy Act](#)

### **YCDSB Procedures**

[YCDSB Procedure 210 Pediculosis \(Head Lice\)](#)

### **Resources**

[Canadian Paediatric Society – Head Lice, 2025](#)

[York Region Public Health – Pediculosis \(Head Lice\), 2024](#)

<b>Approval by Board</b>	<u>March 29, 2016</u> Date
<b>Effective Date</b>	<u>March 30, 2016</u> Date
<b>Revision Dates</b>	<u>March 29, 2016</u> Date
<b>Review Date</b>	<u>March 2021</u> Date

DRAFT

## YORK CATHOLIC DISTRICT SCHOOL BOARD

**REPORT TO:** Policy Review Committee  
**FROM:** Administration  
**DATE:** February 17, 2026  
**RE:** **Policy 407 Police Record Checks – Board Employees**

---

This report is presented to Trustees to highlight the rationale for the revisions to Policy 407 *Police Record Checks – Board Employees*.

### **BACKGROUND:**

The policy was updated to align with new legislative requirements introduced through the *Supporting Children and Students Act, 2025*. Amendments have been made to Ontario Regulation 521/01: *Collection of Personal Information* to strengthen police record check requirements. Key updates are as follows:

#### Additional individuals

- School boards are now required under the updated regulation to collect police record checks from volunteers and students on educational placements.

#### Increased frequency

- School boards must collect a new police record check
  - from employees, service providers, and volunteers every five years.
  - any time an individual is charged with, or convicted of, an offence under the *Criminal Code of Canada* (as soon as reasonably possible).

#### Updated terminology of the type of checks required

- Individuals in a position of trust or authority in relation to students will require a vulnerable sector check (VSC).
- Individuals not in a position of trust or authority in relation to students will require a criminal record and judicial matters check (CRJMC).

### **RECOMMENDATION:**

That the updates to Policy 407 *Police Record Checks – Board Employees* be approved.

### **ATTACHMENTS**

(1) Revised Policy 407 *Police Record Checks – Board Employees*.

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Policy Owner: Rocchina Antunes, Acting Associate Director  
Prepared By: Alexandra Burnell-Gentile, Policy Advisor  
Endorsed By: Jennifer Sarna, Interim Director of Education



## YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i> <b>Human Resources</b>	<i>Policy Number</i> <b>407</b>
<i>Former Policy #</i>	<i>Page</i> <b>1 of 5</b>
<i>Original Approved Date</i>	<i>Subsequent Approval Dates</i>
<b>August 26, 2003</b>	<b>March 31, 2009 June 20, 2017 May 31, 2022 January 31, 2023</b>

**POLICY TITLE: POLICE RECORD CHECKS – BOARD EMPLOYEES**

**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 public trust with regards to the safety of students and must strive to protect their intellectual, physical and emotional well-being. In accordance with Ontario Regulation 521/01: *Collection of Personal Information*, the Board ~~commits to implementing~~ **shall implement** appropriate measures to ensure that **police record checks are collected for all employees of the Board.** ~~those employees having direct and regular contact with students are free of any criminal records per the *Criminal Code of Canada* which may place a student at risk.~~

**All requirements and decisions under this policy shall be interpreted and applied in a manner consistent with the *Ontario Human Rights Code*, the *Police Record Checks Reform Act*, and principles of procedural fairness, dignity, and inclusion.**

**2. OBJECTIVE**

It is the policy of the York Catholic District School Board to not employ or continue to employ ~~persons who have a criminal and police record which may place any student(s) at risk as a result of their direct and regular contact~~ **individuals in positions of trust or authority where information disclosed through a required police record check indicates that the individual may pose a risk to the safety and well-being of students.**

**3. PARAMETERS**

3.1 The Board shall comply with Ontario Regulation 521/01: *Collection of Personal Information*, as it pertains to employees of the Board.

3.2 **All employees must provide a police record check.**

3.2.1 ~~New employees who have direct and regular contact with students are~~

- determined to be in a position of trust or authority in relation to students will be required to provide, at their own expense, ~~original copy, completed within six (6) months, of their~~ **an official Vulnerable Sector Check (VSC) or Enhanced Police Information Check (E-PIIC) issued by a police service and completed within six (6) months** prior to commencing employment with the Board.
- 3.2.2 ~~New employees who do not have direct and regular contact with students~~ **are determined will not to be in a position of trust or authority in relation to students** will be required to provide, at their own expense, ~~an original copy, completed within six (6) months, of their Criminal Record Check or Enhanced Police Information Check~~ **an official Criminal Record and Judicial Matters Check (CRJMC) issued by a police service and completed within six (6) months** prior to commencing employment with the Board.
- 3.3 **Employees shall provide a new police record check every five (5) years and any time they are charged with, or convicted of, an offence under the *Criminal Code of Canada*, as soon as reasonably possible.**
- 3.4 Existing employees shall submit annually, and by September 1, an updated Offence Declaration. Employees who fail to meet this requirement, may be subject to removal from their assignment and disciplinary action in accordance with Board Policy 412, *Progressive Discipline of Employees*.
- 3.5 Retention  
~~Criminal record checks, Enhanced Police Information Checks (E-PIIC), Vulnerable Sector Checks, VSC's, CRJMC's~~ and Offence Declarations will be filed in a separate and secure personnel file in accordance with Ontario Regulation 521/01: *Collection of Personal Information*. **All records shall be handled in a manner that protects individual dignity, minimizes access to sensitive information, and limits use strictly to the purposes outlined in this policy.**
- 3.6 Adjudication
- 3.6.1 Where evidence is received of a police record, the Superintendent of Human Resources, shall consider the circumstances surrounding the record when determining an appropriate course of action.
- 3.6.2 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, terms and conditions of employment, and legislation.

## 4. RESPONSIBILITIES

### 4.1 Director of Education

- 4.1.1 To oversee compliance with the Police Record Checks – Board Employees Policy.

### 4.2 Superintendents of Human Resources

- 4.2.1 To ensure that an offer of employment is not confirmed until a satisfactory ~~Criminal~~ **police** record check (**VSC, CRJMC**) ~~vulnerable sector check or~~

- ~~Enhanced Police Information Check (E-PIC)~~ is received.
- 4.2.2 To ensure that all employees complete an Offence Declaration on an annual basis.
  - 4.2.3 To establish and maintain processes to monitor, track, and enforce the requirement that all employees obtain a new police record check every five (5) years.
  - 4.2.4 To ensure overall compliance with Ontario Regulation 521/01.
  - 4.2.5 To adjudicate, where required.

## 5. DEFINITIONS

### 5.1 Criminal Record and Judicial Matters Check (CRJMC)

A Criminal Record and Judicial Matters Check (CRJMC) is a police record check conducted under the *Police Record Checks Reform Act*. A CRJMC includes all information permitted to be disclosed in a basic criminal record check and includes additional information such as outstanding charges, warrants, certain judicial orders, and absolute and conditional discharges.

### ~~5.2 Direct and Regular contact with Students~~

~~Working with students face-to-face or having unsupervised access to students on a recurring basis.~~

### 5.3 Offence Declaration

An internet declaration completed annually by individuals that lists any *Criminal Code of Canada* convictions for which a pardon has not been granted since the last police record check was collected. This declaration is in accordance with Ontario Regulation 521/01.

### ~~5.4 Police Record Check~~

~~A document concerning an individual that was prepared by a police force within six (6) months before the day the Board collects the document, containing information concerning the individual's personal criminal background.~~

### 5.5 Position of Trust or Authority in Relation to Students

A position that is determined by the Board, based on the nature of the role, to involve authority over, responsibility for, or the trust of students. The Board shall consider the following factors in determining a position of trust or authority in relation to students including:

- 5.5.1 responsibility for students,
- 5.5.2 close contact with students,
- 5.5.3 ongoing or day-to-day interactions with students, and/or
- 5.5.4 being unsupervised around students.

### 5.6 Vulnerable Sector Check (VSC)

A Vulnerable Sector Check (VSC) is a ~~background~~ police record check conducted under the *Police Record Checks Reform Act*. ~~completed by the police and is required of individuals who intend on working or volunteering within a vulnerable sector.~~ A VSC is a more in-depth check that includes all information permitted to be disclosed in a CRJMC as well as applicable findings of not criminally responsible on account of mental disorder, record suspensions related to sexually-based offences, and non-conviction charges-related information in certain circumstances and when a strict test is met.

VSCs are used to determine suitability for positions of trust or authority over vulnerable persons. A vulnerable person is defined as a person who, because of their age, a disability, or other circumstances, whether temporary or permanent are (a) in a position of dependence on others or (b) are otherwise at a greater risk than the general population of being harmed by a person in a position of authority or trust relative to them.

A Vulnerable Sector Check may provide the following information:

- ~~5.6.1 Every criminal offence of which the individual has been convicted for which a pardon has not been issued or granted; or~~
- ~~5.6.2 Every finding of guilt under the *Youth Criminal Justice Act (Canada)* in respect of the individual during the applicable period of access under the Act; or~~
- ~~5.6.3 Every criminal offence of which the individual has been found guilty and received an absolute discharge; or~~
- ~~5.6.4 Every criminal offence of which the individual has been found guilty and received a conditional discharge on conditions set out in a probation order; or~~
- ~~5.6.5 Every criminal offence for which there is an outstanding charge or warrant to arrest in respect of the individual. Every court order made against the individual; or~~
- ~~5.6.6 Every criminal offence with which the individual has been charged that resulted in a finding of not being criminally responsible on account of a mental disorder; or~~
- ~~5.6.7 Any conviction for which a pardon has been granted; or~~
- ~~5.6.8 Any non-conviction information authorized for exceptional disclosure in accordance with the *Police Record Checks Reform Act*, s.10(1).~~

#### ~~5.7 Enhanced Police Check~~

~~The Enhanced Police Information Check (E-PIC) includes searches that may be under criminal convictions that did not establish a Criminal Record or that may be in addition to a Criminal Record and may include:~~

- ~~5.7.1 Every criminal offence of which the individual has been convicted for which a pardon has not been issued or granted; or~~
- ~~5.7.2 Every finding of guilt under the *Youth Criminal Justice Act of Canada* in respect of the individual during the applicable period of access under the Act; or~~
- ~~5.7.3 Every criminal offence of which the individual has been found guilty and received an absolute discharge; or~~
- ~~5.7.4 Every criminal offence of which the individual has been found guilty and received a conditional discharge on conditions set out in a probation order; or~~
- ~~5.7.5 Every criminal offence for which there is an outstanding charge or warrant to arrest in respect of the individual. Every court order made against the individual; or~~
- ~~5.7.6 Any conviction for which a pardon has been granted.~~

## 6. CROSS REFERENCES

### Legislation

[Education Act](#)

[Criminal Code of Canada](#)

[Ontario Human Rights Code](#)

[Ontario Regulation 521/01: Collection of Personal Information](#)

[Police Record Check Reform Act](#)

**YCDSB Policy**

*YCDSB Policy 412 Progressive Discipline of Employees*

**Related Forms**

~~York Region Police Services Vulnerable Sector Check~~

~~York Region Police Services Criminal Record Check~~

~~[Sterling Backcheck](#) Enhanced Police Information Check (E-PIG)~~

<b>Approval by Board</b>	<u>January 31, 2023</u> Date
<b>Effective Date</b>	<u>February 1, 2023</u> Date
<b>Revision Dates</b>	<u>January 31, 2023</u> Date
<b>Review Date</b>	<u>February 2027</u> Date

DRAFT

**YORK CATHOLIC DISTRICT SCHOOL BOARD**

**REPORT TO:** Policy Review Committee  
**FROM:** Administration  
**DATE:** February 17, 2026  
**RE:** **Policy 608 Volunteers in Schools**

---

This report is presented to Trustees to highlight the rationale for the revisions to Policy 608 *Volunteers in Schools*.

**BACKGROUND:**

The policy was updated to align with new legislative requirements introduced through the *Supporting Children and Students Act, 2025*.

**RECOMMENDATION:**

That the updates to Policy 608 *Volunteers in Schools* be approved.

**ATTACHMENTS**

(1) Revised Policy 608 *Volunteers in Schools*.

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Policy Owner: Jennifer Sarna, Interim Director of Education  
Prepared By: Alexandra Burnell-Gentile, Policy Advisor  
Endorsed By: Jennifer Sarna, Interim Director of Education



## YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i> <b>Community</b>	<i>Policy Number</i> <b>608</b>
<i>Former Policy #</i> <b>708</b>	<i>Page</i> <b>1 of 18</b>
<i>Original Approved Date</i> <b>August 27, 2002</b>	<i>Subsequent Approval Dates</i> <b>November 26, 2013 March 29, 2022 January 23, 2023</b>

### POLICY TITLE: VOLUNTEERS IN SCHOOLS

#### SECTION A

##### 1. PURPOSE

The York Catholic District School Board acknowledges volunteers as valued partners who assist staff to enrich the learning experience of our students. We further recognize that the personal interests, background and dedication of volunteers enrich the programs, services and educational opportunities for our students. *The York Catholic District School Board is committed to ensuring that all volunteer engagement is conducted in a manner consistent with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA).*

##### 2. OBJECTIVE

As a Catholic Learning Community, the York Catholic District School Board encourages, welcomes and supports volunteers in our schools.

##### 3. PARAMETERS

3.1 The Principal is authorized by the Board “to assign to a person who volunteers to serve without remuneration such duties in respect of the school as are approved by the Board, and to terminate such assignment” (*Education Act*, R.S.O.1990, c.E.2, Section 171(1)4).

3.2 Separate Schools Rights Preserved - The Principal shall ensure that all volunteers support the Catholic teachings and values of our faith in accordance with section 19 (1) of the Human Rights Code which states, “This Human Rights Act shall not be construed to adversely affect any right or privilege respecting separate schools enjoyed by separate school boards or their supporters under the Constitution Act, 1867 and the Education Act. R.S.O. 1990, c.H.19, s.19(1).”

3.3 A volunteer is a person who is provided with an opportunity to serve without remuneration alongside, or under the direct supervision of a York Catholic District School Board employee and shall not replace any York Catholic District School Board employee.

- 3.4 All volunteers must provide a police record check.
- 3.4.1 ~~A volunteer~~ Volunteers who ~~has direct and regular contact with~~ are determined to be in a position of trust or authority in relation to students must submit, at their own expense, an official Vulnerable Sector Check (VSC) issued by a police service ~~or an Enhanced Police Information Check (E-PIC)~~ to the Principal prior to volunteering ~~and once again every three years thereafter~~.
- 3.4.2 ~~Volunteers who are determined will not be in a position of trust or authority in relation to students must submit, at their own expense, an official Criminal Record & Judicial Matters Check (CRJMC) issued by a police service to the Principal prior to volunteering.~~
- 3.5 Volunteers shall provide a new police record check every five (5) years and any time they are charged with, or convicted of, an offence under the Criminal Code of Canada, as soon as reasonably possible.
- 3.6 ~~A~~ Volunteers shall sign a ~~Volunteer Offence Declaration and a Confidentiality Agreement annually. to indicate their agreement to an understanding of keeping all information related to the staff and/or students in the school confidential.~~
- 3.7 All volunteers shall comply with the all York Catholic District School Board Policies, Procedures and Guidelines.
- 3.8 Co-operative Education students are not considered to be volunteers for the purposes of this Policy and the accompanying procedures.

## 4. RESPONSIBILITIES

### 4.1 Board of Trustees

- 4.1.1 To communicate with members of the community about the Volunteers in Schools Policy and Board of Trustees related guidelines, as required.

### 4.2 Director of Education

- 4.2.1 To oversee compliance of the Volunteers in Schools Policy and related guidelines.

### 4.3 Senior Team

- 4.3.1 To support Principals with the implementation of and the processes associated with the Volunteers in Schools Policy and related guidelines.
- 4.3.2 To ensure that the role of each volunteer relates to ~~their his or her~~ qualifications, skills, abilities and interests.
- 4.3.3 To address the actions of any volunteer who does not adhere to York Catholic District School Board Policies, Procedures and Guidelines.
- 4.3.4 To keep on file all forms [App. A, B, I and E (only if applicable)] signed by Volunteers for the current school year.

### 4.4 School Staff

- 4.4.1 To welcome volunteers as a support to the school and staff.
- 4.4.2 To understand that volunteers do not assume any responsibility for the diagnosis of learning strengths or difficulties, the assignment of a program, or the assessment and evaluation of student progress.
- 4.4.3 To bring to the Principal's attention, for discussion and follow-up, any difficulties with the work or behaviour of a volunteer in the school.

## 4.5 Volunteers

- 4.5.1 To understand that volunteers are assigned to support staff in their provision and supervision of school activities and programs.
- 4.5.2 To comply with all Board requirements regarding Vulnerable Sector Checks, **Criminal Record and Judicial Matters Checks** ~~Enhanced Police Information Checks (E-PIIC)~~, Offence Declarations and Confidentiality **Agreements**.
- 4.5.3 To maintain confidentiality of all information pertaining to staff and students.
- 4.5.4 To demonstrate a clear understanding of their activities, duties, responsibilities, rights and the parameters of their involvement.
- 4.5.5 To participate in any training or orientation sessions offered to volunteers in the school that would assist them in their role.
- 4.5.6 To inform the Principal and/or teacher if experiencing difficulty in carrying out assigned duties.
- 4.5.7 To become familiar with and comply with all appropriate and applicable YCDSB policies, procedures, guidelines and rules.
- 4.5.8 **To be treated with dignity, respect, and fairness, and to work in an environment free from discrimination and harassment.**
- 4.5.9 **To uphold Board policies, Catholic values, and principles of equity and inclusion in all interactions with students, staff, and families.**

## 5. DEFINITIONS

### 5.1 **Criminal Record and Judicial Matters Check (CRJMC)**

A Criminal Record and Judicial Matters Check (CRJMC) is a police record check conducted under the *Police Record Checks Reform Act*. A CRJMC includes all information permitted to be disclosed in a basic criminal record check and includes additional information such as outstanding charges, warrants, certain judicial orders, and absolute and conditional discharges.

### 5.2 **Position of Trust or Authority in Relation to Students**

A position that is determined by the Board, based on the nature of the role, to involve authority over, responsibility for, or the trust of students. The Board shall consider the following factors in determining a position of trust or authority in relation to students including:

- 5.5.1 responsibility for students,
- 5.5.2 close contact with students,
- 5.5.3 ongoing or day-to-day interactions with students, and/or
- 5.5.4 being unsupervised around students.

### 5.3 **Volunteer**

A volunteer is an individual who is provided with an opportunity by the YCDSB and agrees to undertake working alongside, or under the direct supervision of a YCDSB employee, without pay, a designated task that is compliant with current legislation requirements and collective agreements.

A volunteer supports a classroom, school or system-wide program under the ultimate responsibility of the Principal at the school level. A volunteer is an optional support, the use of whom reflects decisions made at the school level.

## 5.4 Vulnerable Sector Check (VSC)

The A Vulnerable Sector screening Check (VSC) is a background police record check conducted under the *Police Record Checks Reform Act*, completed by the police and is required of individuals who intend on working or volunteering with the vulnerable sector.

A VSC is a more in-depth check that includes all information permitted to be disclosed in a CRJMC as well as applicable findings of not criminally responsible on account of mental disorder, record suspensions related to sexually-based offences, and non-conviction charges-related information in certain circumstances and when a strict test is met.

VSCs are used to determine suitability for positions of trust or authority over vulnerable persons. A vulnerable person is defined as a person who, because of their age, a disability, or other circumstances, whether temporary or permanent are (a) in a position of dependence on others or (b) are otherwise at a great risk than the general population of being harmed by a person in a position of authority or trust relative to them.

A Vulnerable Sector Check may provide the following information:

- 5.4.1 Every criminal offence of which the individual has been convicted for which a pardon has not been issued or granted; or
- 5.4.2 Every finding of guilt under the Youth Criminal Justice Act (Canada) in respect of the individual during the applicable period of access under the Act; or
- 5.4.3 Every criminal offence of which the individual has been found guilty and received an absolute discharge; or
- 5.4.4 Every criminal offence of which the individual has been found guilty and received a conditional discharge on conditions set out in a probation order; or
- 5.4.5 Every criminal offence for which there is an outstanding charge or warrant to arrest in respect of the individual. Every court order made against the individual; or
- 5.4.6 Every criminal offence with which the individual has been charged that resulted in a finding of not being criminally responsible on account of a mental disorder; or
- 5.4.7 Any conviction for which a pardon has been granted; or
- 5.4.8 Any non-conviction information authorized for exceptional disclosure in accordance with the *Police Record Checks Reform Act*, s.10(1).

## 5.5 Enhanced Police Check (E-PIG)

The Enhanced Police Information Check includes searches that may be under criminal convictions that did not establish a Criminal Record or that may be in addition to a Criminal Record and may include:

- 5.5.1 Every criminal offence of which the individual has been convicted for which a pardon has not been issued or granted; or
- 5.5.2 Every finding of guilt under the Youth Criminal Justice Act (Canada) in respect of the individual during the applicable period of access under the Act; or
- 5.5.3 Every criminal offence of which the individual has been found guilty and received an absolute discharge; or
- 5.5.4 Every criminal offence of which the individual has been found guilty and received a conditional discharge on conditions set out in a probation order; or

- ~~5.5.5 Every criminal offence for which there is an outstanding charge or warrant to arrest in respect of the individual. Every court order made against the individual; or~~
- ~~5.5.6 Any conviction for which a pardon has been granted.~~

**6. CROSS REFERENCES**

**Legislation**

[Child and Family Services Act](#)

[Criminal Code of Canada](#)

[Education Act](#)

[Mental Health Act](#)

[Municipal Freedom of Information Protection of Privacy Act](#)

[Ontario Human Rights Code](#)

[Ontario Regulation 521/01: Collection of Personal Information](#)

[Police Record Checks Reform Act](#)

**YCDSB Policies**

YCDSB Policy 119 Electronic Communications & Social Media

YCDSB Policy 202 Safe Schools - Student Discipline

YCDSB Policy 204 Child Protection and Abuse

YCDSB Policy 206 Supporting Students with Prevalent Medical Conditions (Anaphylaxis, Asthma, Diabetes, and/or Epilepsy) in Schools

YCDSB Policy 207 Administration of Oral Medication to Elementary & Secondary Students

YCDSB Policy 223 Bullying Prevention and Intervention

YCDSB Policy 303 School Organized and Continuing Education Excursions

YCDSB Policy 603A School Fundraising

YCDSB Policy 603B Fundraising for External Charitable Purposes

YCDSB Policy 606 Catholic School Councils

YCDSB Policy 613 Equity & Inclusive Education

YCDSB Policy 701 Access to School and Board Premises

<b>Approval by Board</b>	<b>January 23, 2023</b> _____
	Date
<b>Effective Date</b>	<b>January 24, 2023</b> _____
	Date
<b>Revision Dates</b>	<b>January 23, 2023</b> _____
	Date
<b>Review Date</b>	<b>January 2027</b> _____
	Date



# VOLUNTEERS IN SCHOOL

## GUIDELINES FOR SCHOOL ADMINISTRATORS

### 1. The Principal is to ensure that:

- 1.1 All volunteers support the Catholic teachings and values of our Faith;
- 1.2 A fair and transparent recruitment and selection process is being followed.
- 1.3 The appropriate screening of volunteers takes place.
- 1.4 They approve the tasks and assignments of volunteers;
- 1.5 The provision of training and orientation of volunteers occurs;
- 1.6 All volunteers sign the Confidentiality Agreement;
- 1.7 All volunteers complete the Volunteer Agreement and Emergency Contact Admin Form 129;
- 1.8 All volunteers comply with the Board's requirement with respect to Vulnerable Sector Checks, **Criminal Record and Judicial Matters Checks**, ~~Enhanced Police Information Checks (E-PIC)~~, and Annual Offence Declarations and ensure volunteers are compliant with relevant school and Board policies and procedures;
- 1.9 They intervene when the work of the volunteer appears to be having a negative impact on student, staff or program, or is deemed not to be in the best interests of students; and
- 1.10 They address any performance or staff concerns, including those with respect to confidentiality, liability and supervision related issues.

### 2. Determining Volunteering Needs

Principals should consult with the school staff and the Catholic School Council to determine needs, equitable access to the opportunity to volunteer, and tasks/assignments which could be supported with a volunteer.

### 3. Recruitment, Selection and Screening

The recruitment, selection and screening process is aimed at filling the needs of the school.

The Board and its employees have a high "duty of care" under the *Education Act*. This duty of care cannot be delegated to volunteers.

#### 3.1 Recruitment

Inform the community of volunteer opportunities through a variety of means, including, but not limited to:

- Newsletters;
- School Website;
- School Council Meetings;
- Meet the Teacher Night/Curriculum Evenings; and
- Surveys

**Principals shall make reasonable efforts to ensure volunteer recruitment practices are inclusive and accessible, including the use of plain-language communication, varied outreach methods, and culturally responsive engagement strategies. Recruitment practices shall aim to reflect the diversity of the school community and reduce barriers related to language, disability, socio-economic status, or systemic marginalization.**

#### 3.2 Selection

- 3.2.1 In selecting a volunteer who performs duties on a regular basis, Principals will encourage volunteer participation from a wide representation of the community.

- 3.2.2 The Principal should, in consultation with staff inviting volunteers, determine the best “fit” for the volunteers’ placements. Generally, a parent/guardian volunteer is not placed as a volunteer in a classroom with his/her **their** own children.
- 3.3 Screening
- 3.3.1 The depth and degree of screening by the Principal will be dependent upon the volunteering activity, the extent of interaction with and responsibility for students, and the degree of direct supervision of the volunteer.
- 3.3.2 New volunteer applicants must be interviewed by the Principal. This may be an informal process for candidates who are well known to the school.
- 3.3.3 When parents/guardians or grandparents wish to volunteer in their home school, the Principal, in consultation with all employees, should screen and approve the volunteer candidate. The knowledge that teachers and other staff members have about prospective volunteers should be considered.
- 3.3.4 Volunteers from the community who are not parents/guardians or grandparents of students attending the school, should provide three references which will be checked by the Principal.
- 3.3.5 ~~A volunteer who has direct and regular contact with~~ **Volunteers who are determined to be in a position of trust or authority in relation to students, including coaching under the supervision of a staff member, must submit a Vulnerable Sector Check (VSC) or an Enhanced Police Information Check (E-PIC) to the Principal prior to volunteering. and once again every three years thereafter.**
- 3.3.6 **Volunteers who are determined will not be in a position of trust or authority in relation to students, must submit a Criminal Record & Judicial Matters Check (CRJMC) to the Principal prior to volunteering.**
- 3.3.7 **Volunteers shall provide a new police record check every five (5) years and any time they are charged with, or convicted of, an offence under the *Criminal Code of Canada*, as soon as reasonably possible.**
- 3.3.8 Principals are to collect on an annual basis the Offence Declaration from **all** volunteers. ~~who continue to be involved in coaching and situations where “direct and regular” contact occurs with students. (Appendix A).~~
- 3.3.9 Those volunteers that are involved in overnight field trips must provide a Vulnerable Sector Check ~~or an Enhanced Police Information Check (E-PIC)~~ within six (6) months of the trip as well as an Offence Declaration just prior to attending the trip.
- 3.3.10 All volunteers are to sign the Confidentiality Agreement (Appendix B).
- 3.3.11 The Principal and/or designate retains the authority to accept or decline any volunteer’s offer of service.
- 3.3.12 In the event of a recent medical pandemic, volunteers must abide by all Board regulations including but not limited to the requirement for the submission of vaccination records.
- 3.3.13 **Volunteer screening and selection processes shall be applied consistently, transparently, and in a manner that is free from bias or discrimination. Where screening requirements may create barriers for individuals from equity-seeking groups, Principals shall consider reasonable accommodations in accordance with the *Ontario Human***

#### **4. Training and Orientation**

- 4.1 All volunteers need to be properly welcomed and provided with essential basic information. A tour of the school, introduction to staff and orientation workshop is essential. (See Appendix C School Volunteer Orientation Checklist - sample agenda)
- 4.2 Principals will provide an information package for volunteers which should include:
  - 4.2.1 Expectations of the task assignment;
  - 4.2.2 A copy of relevant school routines, i.e. emergency procedures, fire drills, etc.;
  - 4.2.3 A review school equipment, i.e. photocopier, gym storage;
  - 4.2.4 A statement concerning legal liability (See Appendix E);
  - 4.2.5 A statement on disclosure of abuse by a student (See Appendix F) and
  - 4.2.6 A review of procedures related to health and safety issues (See Appendix G & H).
- 4.3 Volunteers must follow sign in procedures and wear visitor badges at all times.
- 4.4 Every volunteer must demonstrate a clear understanding of their activities, duties, responsibilities, rights and the parameters of their involvement.
- 4.5 Volunteers should demonstrate a clear understanding of the procedures to be followed if they encounter any difficulties with students. Volunteers shall be made aware of health and safety issues, legal liability, and procedures to report abuse.

#### **5. Monitor**

- 5.1 The Principal is ultimately responsible for the actions and activities of any volunteer within the school.
- 5.2 It is essential to monitor the activities of individual volunteers and to provide them with feedback as necessary.
- 5.3 The Principal will determine whether a change in volunteer assignment or the decision to terminate volunteer activity is necessary.
- 5.4 The performance of volunteers should be reviewed as determined by the Principal.

#### **6. Recognition of the Volunteers**

- 6.1 The efforts of all volunteers shall be recognized. Volunteers are giving of their time, energy, skills and resources.
- 6.2 The type of recognition may vary from school to school. Some suggestions for acknowledgment are:
  - Acknowledging contributions through the school newsletter;
  - Annual school recognition assembly, event, luncheon, etc.; and
  - Invitation to special school events.



## APPENDICES

Appendix A Volunteer Offence Declaration

Appendix B Confidentiality Agreement

Appendix C School Volunteer Orientation Checklist

Appendix D Volunteer Driver Form (Admin. 74A)

Appendix E Statement of Liability Insurance (Admin. 74B)

Appendix F Statement on Disclosure of Abuse by Student to a Volunteer

Appendix G Statement on Health and Safety Issues

Appendix H Standard Health and Safety Requirements

Appendix I Volunteer Agreement & Emergency Contact (Admin. 129)



## York Catholic District School Board

### Volunteer Offence Declaration

I, hereby declare that:

- I have no convictions for offences under the Criminal Code of Canada up to and including the date of this declaration for which a pardon has not been issued or granted under the Criminal Records Act (Canada).*
- I have the following convictions for offences under the Criminal Code of Canada for which a pardon has not been issued or granted under the Criminal Records Act (Canada).*

OFFENCE:	DATE:
OFFENCE:	DATE:

DATED at	This	Day of	20
Name (Print):		Signature:	
School Name;			

Personal information on this form is collected under the authority of the *Education Act* and will be used for administrative purposes as determined in the Procedure for Volunteer Programs in Our Schools and will be retained only for the current school year. Questions about this collection of personal information should be directed to the Privacy Manager, York Catholic District School Board, 320 Bloomington Road West, Aurora, Ontario L4G 3G8, Phone (905) 713-1211.

Personal information on this form is collected under the authority of the *Education Act* and in compliance with the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* for the purpose of administering the school volunteer authorization process. Questions about this collection can be directed to the Manager, Records and Privacy at [privacy@ycdsb.ca](mailto:privacy@ycdsb.ca) or 905-713-1211 ext. 13030.



## York Catholic District School Board

### Confidentiality Agreement

Pursuant to the *Municipal Freedom of Information and Protection of Privacy Act*, volunteers with the York Catholic District School Board will at all times uphold complete confidentiality.

The York Catholic District School Board regards security and confidentiality of data and information to be of utmost importance.

I understand that as a volunteer at \_\_\_\_\_, ALL student and staff information is confidential. I agree not to access, review, disclose or use confidential student or staff information without specific authorization from a school administrator.

I also understand that even when I am no longer a volunteer with \_\_\_\_\_ School, any confidential information I have learned must continue to be kept confidential.

I understand that any breach of these confidentiality requirements will result in my immediate termination as a volunteer and may result in legal action.

I understand that I must comply with all York Catholic District School Board policies and school rules applicable to school staff as well as all directions from school administrators and staff while serving as a volunteer.

I understand that my position as a volunteer will not be used to grant special privileges to any person or group, and I will avoid all other conflicts of interest which may arise from my position as a volunteer.

I further understand that my authorization to serve as a volunteer may be terminated at the discretion of the Superintendent and school Principal at any time if they determine it is in the best interests of the school or the students.

Volunteer's Name (Please Print):	
Volunteer's Signature:	Date:
School Name:	



## York Catholic District School Board

### School Volunteer Orientation and Checklist

Prayer, Welcome, and

Introductions Valuable Volunteers:

- Celebrating volunteer assistance
- Areas for volunteer assistance at school
- School Council Committees and volunteers

Role of Volunteer:

- School policy, protocol, procedures
- Sign in/out, use of volunteers tags/button
- Classroom/school assignments
- Responsibility – liability – accountability
- Confidentiality – Freedom of Information
- Duties and parameters: readiness
- Scheduling/timelines/alternate arrangements
- Communication with: staff – students – administration – office – others
- Problem solving: Code of Conduct
- Professional, ethical conduct

Health and Safety Issues:

- Vulnerable Sector ~~Screening~~ **Check (VSC)**
- ~~Enhanced Police Check (E-PIC)~~ **Criminal Record & Judicial Matters Check**
- Insurance and liability issues
- Emergency response plans 1) school 2) classroom
- Fire/Evacuation Plans and Procedures
- Special Needs/Special Programs Allergy Alert
- Child Protection and Abuse Policy & Procedures
- Bill 168 Violence in the Workplace
- Workplace Harassment
- Equity and Inclusive Education related Policies
- Safe Schools Policy
- Duty of Care

Questions/Answers

Celebrating Our Work

Together



YORK CATHOLIC DISTRICT SCHOOL BOARD
VOLUNTEER DRIVER – AUTHORIZATION TO TRANSPORT STUDENTS

Part A

This will authorize \_\_\_\_\_
(Name of teacher or other volunteer driver)

- 1. To transport students participating in the events listed on the attached school schedule,
OR
2. To transport students participating in the following school activity:
3. Vehicle Information: MAKE: \_\_\_\_\_ YEAR: \_\_\_\_\_ LICENCE #: \_\_\_\_\_

Date School Name Principal's Signature

NOTE: ALL "TRIP DRIVERS", INCLUDING VOLUNTEER DRIVERS ARE ADVISED THAT, IN ORDER TO BRING INTO EFFECT THE BOARD'S EXCESS LIABILITY INSURANCE, THEY MUST:

- (A) Use a licensed automobile which carries valid automobile Third Party Liability insurance as required under Ontario legislation;
(B) Provide the school board with prompt written notice, with particulars, of any accident arising out of the use of a licensed automobile during a trip on board-related business;
(C) Be aware that the school board's Excess Automobile Liability insurance comes into effect only after the vehicle owner's primary Third-Party Liability insurance limit has been exhausted;
(D) Be aware that any damage to the volunteer's vehicle, the cost of any insurance deductible, or premium adjustment as the result of an accident while the vehicle is being used on board-related business is NOT covered by the school board's Excess Automobile Liability insurance.

N.B. A "trip driver" is defined as any person authorized by the board who has agreed to be a driver for a certain trip while they are driving their own or another licensed automobile. This includes, but is not limited to: Trustees, employees, teachers, parents, volunteers, officials of the school board.

DECLARATION TO BE SIGNED BY DRIVER

- I declare that I hold an unrestricted driver's license and am authorized to drive in Ontario, and my vehicle is insured by a valid automobile liability insurance policy as required by Ontario law.
- I declare that the vehicle described above is mechanically fit and that there are seat belts in working condition for all passengers.

Signature Date

DECLARATION TO BE SIGNED BY OWNER (IF DRIVER DOES NOT OWN THE VEHICLE)

- I declare that I have authorized \_\_\_\_\_ to drive my vehicle to transport students participating in the school event(s) listed on this form.
- I declare that he/she holds an unrestricted driver's license, is authorized to drive and is insured as an operator under the vehicle's liability insurance.
- I declare the vehicle described above is mechanically fit and that there are seat belts in working condition for all passengers.

Signature Date See Part B

***Volunteer Driver – Authorization to Transport Students (Cont'd.)***  
**Part B**

**SUMMARY OF INSURANCE**

**(1) Volunteer Supervisors on School Premises**

The school board's Liability insurance policy protects both staff and volunteers who are working within the scope of their duties for the board. This coverage responds to lawsuits that are brought against staff or volunteers who are supervising school events and provides protection up to \$20 million for each occurrence.

**(2) Volunteer Drivers for School Activities**

Ontario legislation makes automobile insurance compulsory in the Province of Ontario. The same legislation makes the owner's insurance primary coverage in the event of an accident – in other words, the insurance carried on the vehicle responds first.

If a vehicle which is not owned by the school board is being operated by a volunteer or any other board employee for approved school activities, the board's Non-owned Automobile Insurance endorsement will respond to Third Party Liability claims in **excess** of the owner's insurance limit up to a total combined limit as stated in the Non-owned Auto policy.

There is no coverage provided by the school board's insurance for damage to volunteer's or employee's vehicles while they are being operated for board activities.

According to Provincial legislation, passengers who are injured would recover Accident Benefits coverage from their own or a parent's automobile policy. In the absence of a personal or family automobile policy, the passenger would then be eligible to recover benefits from the insurance policy covering the vehicle in which they were riding.

**(3) Personal Automobile Insurance Coverage**

For the personal protection of volunteer drivers, it is recommended that drivers carry a minimum of \$1 million of Third-Party Automobile Liability insurance. Volunteers and board employees who use their personal vehicles for transporting students to school activities should advise their insurance carrier.

Personal information on this form is collected under the authority of the *Education Act* and in compliance with the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* for the purpose of administering the school volunteer authorization process. Questions about this collection can be directed to the Manager, Records and Privacy at [privacy@ycdsb.ca](mailto:privacy@ycdsb.ca) or 905-713-1211 ext. 13030.



## York Catholic District School Board

### Statement on Disclosure of Abuse by a Student to a Volunteer

Volunteers who work closely with students have a unique opportunity to help these students to build feelings of competence, confidence and self-worth. That student may show increasing trust in the volunteer. But with this opportunity also comes responsibility.

If a student has reached the point of feeling very trusting with a volunteer it could happen, should the student be a victim of abuse, that the student makes a disclosure to the volunteer. As well, a volunteer, after working with a student for a period of time, may come to suspect, either from behavioural or physical signs such as injuries, that the student might be an abuse victim. It is therefore important that volunteers are aware of their responsibilities and the correct procedure to follow.

No one feels comfortable about reporting suspected abuse, but the fact is that it is a legal obligation of every Ontario resident to report any case of suspected child abuse to a Children's Aid Society (C.A.S.). A volunteer should also ensure that any suspicion of child abuse is relayed to the Principal.

One of the most difficult things to handle may be the student who asks the person in whom they have confided and disclosed to "promise not to tell". You cannot legally make such a promise and you should be clear about it with the child. Also, do not try to counsel the student or investigate the situation or circumstances. Be sympathetic and empathetic without being judgmental.



## York Catholic District School Board

### Statement on Health & Safety Issues

The York Catholic District School Board values learning and working environments that are safe, nurturing, positive and respectful. Observing the safe work practices in our day-to-day activities is the responsibility of all who work for the York Catholic District School Board, both employees and volunteers. It is in everyone's best interests to work safely in our schools. A list of standard health and safety requirements for all employees and volunteers is attached as Appendix H.

The Board does not provide accident insurance or workers' compensation that would provide benefits or compensation for injuries to volunteers.

Certain safety fundamentals are basic to the operation of our schools and facilities. As well, more in-depth information and procedures cover a large and diverse range of activities in our schools.

As a volunteer, you may be involved in a variety of activities. Use of common sense, good judgment and when in doubt asking questions may be all that is normally required. At times specific training or information will be provided as required (e.g., a list of the students that you will be working with who have specific allergies and the care plan for what to do if they have a reaction). If you feel you require additional information or training, please contact the Principal.

Please report any incident or accident to the Principal even if there seems to be no injury to yourself or others, or damage to equipment etc.

Emergencies and fire drills are generally indicated by an alarm bell. Follow the Principal's instructions calmly but quickly. In an emergency situation, everyone must leave the building. The students have usually rehearsed for these eventualities. Familiarize yourself with the emergency protocols/procedures and if you have any questions, contact the Principal.

Any bodily fluids (e.g. blood, vomit, urine) must be cleaned up and handled in a prescribed manner. If you encounter this situation, please advise a staff member who will contact the school custodian.

Smoking, vaping and alcohol are not permitted on any school property.



## York Catholic District School Board

### Standard Health & Safety Requirements

The York Catholic District School Board is committed to promoting a healthy, safe and respectful workplace for all employees, students, volunteers, visitors and contractors. To fulfill this commitment, the Board shall comply with and enforce legislative requirements including the *Ontario Occupational Health and Safety Act*, *Environmental Protection Act*, and other federal and provincial statutes, local by-laws, plus all policies, rules or procedures issued by the Board.

In consideration of the above policy it is essential that all employees and volunteers must:

1. Work in compliance with the provisions of the *Occupational Health and Safety Act and Regulations*, *Environmental Protection Act and Regulations*, and the Board's environment, health and safety policies and procedures;
2. Use or wear protective equipment, devices, and clothing that the supervisor requires to be worn;
3. Report to their supervisor the absence of, or a defect in any equipment, protective device of which they are aware, that may endanger themselves or another person;
4. Not remove or make ineffective any protective device required by the regulations or by the supervisor;
5. Report to their supervisor any contravention of the *Occupational Health and Safety Act*, *Environmental Protection Act* and Regulations or the existence of any hazard of which they are aware;
6. Not use or operate any equipment, machine, device or thing or work in a manner that may endanger themselves or any other person;
7. Not engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct;
8. Report to their supervisor all accidents and incidents.



## York Catholic District School Board

### Standard Health & Safety Requirements

I have been provided with an orientation to the school and I agree to act in accordance with the norms and expectations of the school.

I agree to follow the directions provided by the principal regarding my assigned volunteering duties.

I agree to respect and act in accordance with York Catholic District School Board Policies, Guidelines and Procedures.

By signing this, I acknowledge that I have read, understand and voluntarily agree to the above.

Please print

Volunteer's Name:	
Volunteer's Signature:	
Date:	
Principal's Signature:	
Date:	

In case of emergency, please notify:

Name:	
Relationship	
Phone Number:	
Name:	
Relationship:	
Phone Number:	

Personal information on this form is collected under the authority of the *Education Act* and will be used for administrative purposes as determined by York Catholic District School Board Policies and Guidelines. Questions about this collection of personal information should be directed to the Privacy Manager, York Catholic District School Board, 320 Bloomington Road West, Aurora, Ontario L4G0M1. *Personal information on this form is collected under the authority of the Education Act and in compliance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) for the purpose of administering the school volunteer authorization process. Questions about this collection can be directed to the Manager, Records and Privacy at [privacy@ycdsb.ca](mailto:privacy@ycdsb.ca) or 905-713-1211 ext. 13030.*

## YORK CATHOLIC DISTRICT SCHOOL BOARD

**REPORT TO:** Policy Review Committee  
**FROM:** Administration  
**DATE:** February 17, 2026  
**RE:** **Policy 611 Criminal Background Checks for Service Providers**

---

This report is presented to Trustees to highlight the rationale for the revisions to Policy 611 *Criminal Background Checks for Service Providers*.

### **BACKGROUND:**

The policy was updated to align with new legislative requirements introduced through the *Supporting Children and Students Act, 2025*.

### **RECOMMENDATION:**

That the updates to Policy 611 *Criminal Background Checks for Service Providers* be approved.

### **ATTACHMENTS**

(1) Revised Policy 611 *Criminal Background Checks for Service Providers*.

---

Policy Owner: Jennifer Sarna, Interim Director of Education  
Prepared By: Alexandra Burnell-Gentile, Policy Advisor  
Endorsed By: Jennifer Sarna, Interim Director of Education



## YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i> <b>Community</b>	<i>Policy Number</i> <b>611</b>
<i>Former Policy #</i>	<i>Page</i> <b>1 of 5</b>
<i>Original Approved Date</i>	<i>Subsequent Approval Dates</i>
<b>February 7, 2012</b>	<b>January 31, 2017</b> <b>January 31, 2023</b>

**POLICY TITLE:     ~~CRIMINAL BACKGROUND~~ **POLICE RECORD CHECKS – SERVICE PROVIDERS****

### SECTION A

#### 1.     **PURPOSE**

The York Catholic District School Board affirms its responsibility to provide students and staff with a safe and secure learning and working environment. 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 ~~shall implement~~ **commits to implementing** appropriate measures to ensure that **police record checks are collected for all Service Providers**. ~~those service providers having direct and regular contact with students are free of any criminal records which may place students at risk.~~

**In administering this policy, the Board commits to upholding the Ontario Human Rights Code and ensuring that decisions are made in a manner that is fair, equitable, individualized, and free from discrimination.**

#### 2.     **OBJECTIVE**

It is the policy of the Board to **permit individuals to provide goods or services at a school site only where they are** ~~allow opportunities for providing goods or services requiring direct and regular contact with students, only to individuals in compliance with Ontario Regulation 521/01.~~

#### 3.     **PARAMETERS**

- 3.1     The Board shall comply with the Ontario Regulation 521/01, *The Collection of Personal Information*, as it pertains to service providers at a school site of the Board.
- 3.2     Service Providers shall only provide goods and/or services to the Board when the appropriate party has received all required documentation with respect to criminal background checks.

- 3.3 All Service Providers must provide a police record check. The administration of the policy requires:
- 3.3.1 Collection and verification of an official Vulnerable Sector Check (VSC) or an Enhanced Police Information Check (E-PIG), issued by a police service and completed within six (6) months of being approved as a Service Provider, for school-appointed Service Providers prior to the Service Provider commencing service at a school site, at the Service Provider's own expense, where the Service Provider is determined to be in position of trust or authority in relation to students, and for any new employees who have been hired throughout the duration of the contract.
  - 3.3.2 Collection and verification of an official Criminal Record and Judicial Matters Check (CRJMC), issued by a police service and completed within six (6) months of being approved as a Service Provider, at the Service Provider's own expense, where the Service Provider is determined to not be in a position of trust or authority in relation to students.
  - 3.3.3 Service Providers shall provide a new police record check every five (5) years and any time they are charged with, or convicted of, an offence under the Criminal Code of Canada, as soon as reasonably possible.
  - 3.3.4 Collection and review of Annual Offence Declarations referencing every individual or employee who may come into direct contact with students on a regular basis at the school site, subsequent to commencement of service, by September 1 of each year in which the individual is a Service Provider at the school thereafter.
  - 3.3.5 The establishment and implementation of appropriate recording keeping practices to ensure records are readily available for verification and audit purposes. Police Record Checks shall be collected, stored, accessed, and retained in a manner that respects the dignity and privacy of individuals. Access shall be limited to those with a legitimate need to know, and information shall not be retained longer than necessary to meet legislative and operational requirements.
- 3.4 If an individual is a Service Provider of the Board at one or more school sites and becomes a Service Provider at a different school site, the Board shall collect an Offence Declaration from the individual before the individual becomes a Service Provider at that school.

## 4. RESPONSIBILITIES

### 4.1 Director of Education

- 4.1.1 To oversee compliance with the Criminal Background Checks – Service Providers policy.

### 4.2 Chief Financial Officer & Treasurer of the Board

- 4.2.1 To ensure that this Policy is administered effectively in accordance with all relevant legislation and Board practices.

### 4.3 Senior Administrators

- 4.3.1 To support the implementation of and compliance with the policy.
- 4.3.2 To ensure awareness of, and compliance with, approved Policy by their
- 4.3.3 staff members.

#### **4.4 Principals**

4.4.1 To ensure compliance with and administration of this policy for Service Providers selected by School Administration.

#### **4.5 Purchasing Services Manager**

4.5.1 To ensure awareness of and compliance with approved Policy.

#### **4.6 Purchasing Services Staff**

4.6.1 To ensure awareness of and compliance with approved Policy among end users involved in the engagement of Service Providers.

4.6.2 To incorporate into bid documents for a Service provider necessitating ~~Criminal Background Checks~~ **police record checks**, a mandatory requirement for ~~Criminal Background Checks~~ **police record checks** from the awarded Proponent.

### **5. DEFINITIONS**

#### ~~5.1 Criminal Background Check~~

~~A document concerning an individual that was prepared by a police force within six months before the day the Board collects the document, containing information concerning the individual's personal criminal history.~~

#### ~~5.2 Direct and Regular Contact with Students~~

~~Working with students face to face or having unsupervised access to students on a recurring basis.~~

#### **5.3 Criminal Record and Judicial Matters Check (CRJMC)**

**A Criminal Record and Judicial Matters Check (CRJMC) is a police record check conducted under the *Police Record Checks Reform Act*. A CRJMC includes all information permitted to be disclosed in a basic criminal record check and includes additional information such as outstanding charges, warrants, certain judicial orders, and absolute and conditional discharges.**

#### **5.4 Goods**

Tangible consumable items.

#### **5.5 Position of Trust or Authority in Relation to Students**

**A position that is determined by the Board, based on the nature of the role, to involve authority over, responsibility for, or the trust of students. The Board shall consider the following factors in determining a position of trust or authority in relation to students including:**

**5.5.1 responsibility for students,**

**5.5.2 close contact with students,**

**5.5.3 ongoing or day-to-day interactions with students, and/or**

**5.5.4 being unsupervised around students.**

#### **5.6 Services**

Tasks performed by individuals.

#### **5.7 Service Provider**

~~An individual who comes into direct contact with students on a regular basis at a school site of the Board in the normal course of providing goods or services to the Board, as defined in Regulation 521/01, including a company's owner, employee~~

~~or subcontractor.~~ An individual who provides goods or services to the Board at a school site.

5.7.1 Board-Appointed Service Provider Service Providers engaged by Purchasing. Services via a competitive bid process, primarily due to the higher dollar value of the engagement, e.g.: Child Youth Workers.

5.7.2 School-Appointed Service Provider Service Providers selected locally by School Administration. These primarily address the expenditure of locally raised funds, e.g.: Tour Operators

## 5.8 Vulnerable Sector Check (VSC)

A Vulnerable Sector Check is a ~~background~~ police record check conducted under the *Police Record Checks Reform Act*. ~~completed by the police and is required of individuals who intend on working or volunteering within a vulnerable sector.~~ A VSC is a more in-depth check that includes all information permitted to be disclosed in a CRJMC as well as applicable findings of not criminally responsible on account of mental disorder, record suspensions related to sexually-based offences, and non-conviction charges-related information in certain circumstances and when a strict test is met.

VSCs are used to determine suitability for positions of trust or authority over vulnerable persons. A vulnerable person is defined as a person who, because of their age, a disability, or other circumstances, whether temporary or permanent are (a) in a position of dependence on others or (b) are otherwise at a greater risk than the general population of being harmed by a person in a position or authority or trust relative to them.

A Vulnerable Sector Check may provide the following information:

~~5.8.1 Every criminal offence of which the individual has been convicted for which a pardon has not been issued or granted; or~~

~~5.8.2 Every finding of guilt under the Youth Criminal Justice Act (Canada) in respect of the individual during the applicable period of access under the Act; or~~

~~5.8.3 Every criminal offence of which the individual has been found guilty and received an absolute discharge; or~~

~~5.8.4 Every criminal offence of which the individual has been found guilty and received a conditional discharge on conditions set out in a probation order; or~~

~~5.8.5 Every criminal offence for which there is an outstanding charge or warrant to arrest in respect of the individual. Every court order made against the individual; or~~

~~5.8.6 Every criminal offence with which the individual has been charged that resulted in a finding of not being criminally responsible on account of a mental disorder; or~~

~~5.8.7 Any conviction for which a pardon has been granted; or~~

~~5.8.8 Any conviction information authorized for exceptional disclosure in accordance with the *Police Record Checks Reform Act*, s.10(1).~~

## 5.9 ~~Enhanced Police Information Check (E-PIC)~~

~~The Enhanced Police Information Check includes searches that may be under criminal convictions that did not establish a Criminal Record or that may be in addition to a Criminal Record and may include:~~

~~5.9.1 Every criminal offence of which the individual has been convicted for which a pardon has not been issued or granted; or~~

- ~~5.9.2 Every finding of guilt under the Youth Criminal Justice Act (Canada) in respect of the individual during the applicable period of access under the Act; or~~
- ~~5.9.3 Every criminal offence of which the individual has been found guilty and received an absolute discharge; or~~
- ~~5.9.4 Every criminal offence of which the individual has been found guilty and received a conditional discharge on conditions set out in a probation order; or~~
- ~~5.9.5 Every criminal offence for which there is an outstanding charge or warrant to arrest in respect of the individual. Every court order made against the individual; or~~
- ~~5.9.6 Any conviction for which a pardon has been granted.~~

## 6. CROSS REFERENCES

### Legislation

[Education Act](#)

[Criminal Code of Canada](#)

[Ontario Human Rights Code](#)

[Ontario Regulation 521/01: Collection of Personal Information](#)

[Police Record Check Reform Act](#)

### Additional Documents

YCDSB Purchase Reference Guide

<b>Approval by Board</b>	<b>January 31, 2023</b> Date
<b>Effective Date</b>	<b>February 1, 2023</b> Date
<b>Revision Dates</b>	<b>January 31, 2023</b> Date
<b>Review Date</b>	<b>January 2027</b> Date

## YORK CATHOLIC DISTRICT SCHOOL BOARD

**REPORT TO:** Policy Review Committee  
**FROM:** Administration  
**DATE:** February 17, 2026  
**RE:** **Policy 709 Naming of Schools**

---

This report is presented to Trustees to highlight the rationale for the revisions to Policy 709 *Naming of Schools*.

### **BACKGROUND:**

The policy was updated as part of the Board's cyclical review process and to align with new legislative requirements introduced through the *Supporting Children and Students Act, 2025*. School boards are now required to get the Minister's approval before naming a new school or changing the name of an existing one.

### **RECOMMENDATION:**

That the updates to Policy 709 *Naming of Schools* be approved.

### **ATTACHMENTS**

(1) Revised Policy 709 *Naming of Schools*.

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Policy Owner: Jennifer Sarna, Interim Director of Education  
Prepared By: Alexandra Burnell-Gentile, Policy Advisor  
Endorsed By: Jennifer Sarna, Interim Director of Education



## YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i> <b>Facilities</b>	<i>Policy Number</i> <b>709</b>
<i>Former Policy #</i> <b>509</b>	<i>Page</i> <b>1 of 4</b>
<i>Original Approved Date</i>	<i>Subsequent Approval Dates</i>
<b>January 1970</b>	<b>March 17, 1987 February 3, 2009 March 25, 2014 June 16, 2020 September 29, 2020</b>

### POLICY TITLE: NAMING OF SCHOOLS

#### SECTION A

##### 1. PURPOSE

The selection of a school name is a significant step in the process of establishing a new school community because, from the name, the ethos of the school will develop. Within a Catholic school community, the school name is intended to forge a connection with a Saint or other significant Catholic individual or tradition, whose gifts/meaning will provide a focus for the school and kindle a unique identity and spiritual bond for the students and staff. The purpose of this policy and related guidelines is to provide direction to staff and community partners who are responsible for proposing names for new schools in the York Catholic District School Board. **This policy provides direction for naming schools consistent with the denominational rights of the Roman Catholic board and with applicable legislation.**

##### 2. POLICY STATEMENT OBJECTIVE

It is the policy of the York Catholic District School Board that schools of the Board shall be named in honour of the Divinity, a Catholic tradition, a person or group that has been officially recognized by the Church through beatification or canonization.

##### 3. PARAMETERS

- 3.1 The chosen name shall reflect, in an obvious manner, the Catholic faith, e.g.:  
 Blessed Trinity Catholic Elementary School  
 Sacred Heart Catholic High School  
 St. Augustine Catholic High School  
 St. Joseph Catholic Elementary School
- 3.2 Key consideration shall be given to the local Parish name if not previously selected.
- 3.3 The duplication of names within the Board will not be permitted (including names of schools that have closed or have been consolidated).
- 3.4 The name of the school shall be such that it does not encourage abbreviation or nicknaming.

- 3.5 The possessive form shall not be used in the name.
- 3.6 Prior to approval, the Board shall include an equity impact statement outlining how each proposed school name aligns with the *Ontario Human Rights Code and Policy/Program Memorandum 119, Developing and Implementing Equity and Inclusive Education Policies in Ontario Schools*.
- 3.7 The final ~~choice~~ selection of a school name shall rest ~~solely~~ with the Board and shall be communicated to the Minister of Education.
- 3.8 If a school name is modified, a new plaque ~~will~~ shall be produced with the name of the Board of Trustees, on the Board at the time of approving the name change.

#### 4. RESPONSIBILITIES

##### 4.1 Board of Trustee(s)

- 4.1.1 To chair the school naming committee.
- 4.1.2 To present a recommended list of names to the Board.

##### 4.2 Director of Education

- 4.2.1 To oversee the compliance of the Naming of Schools Policy and related guidelines.
- 4.2.2 To ensure that the naming of a new school or the renaming of an existing school is communicated to the Minister of Education.

##### 4.3 Superintendent of Education: School Leadership

- 4.3.1 To support the implementation of the Naming of Schools Policy and related guidelines.
- 4.3.2 To form a school naming committee consisting of the local Trustee(s), Principal (where appointed), local pastor(s), parents of the future students of the new school, students who will be attending the new school and other members of the school community, ~~members deemed appropriate~~ ensuring the committee reflects the diversity of the school community and includes voices from equity-seeking groups.

##### 4.4 Principals

- 4.4.1 To ensure that a suitable plaque or scroll, outlining the significance of the school name, is arranged for and displayed appropriately in the school.

#### 5. Cross References

[Education Act](#)  
[PPM 119 Developing and Implementing Equity and Inclusive Education Policies in Ontario Schools](#)  
[Ontario Human Rights Code](#)

YCDSB Policy 702 Solemn Blessing and Official Opening of New Schools and Additions  
 YCDSB Handbook for School Blessings and Official Openings

<b>Approval by Board</b>	<b>September 29, 2020</b> <hr/> <i>Date</i>
<b>Effective Date</b>	<b>September 30, 2020</b> <hr/> <i>Date</i>
<b>Revision Dates</b>	<b>September 29, 2020</b> <hr/> <i>Date</i>
<b>Review Date</b>	<b>June 2025</b> <hr/> <i>Date</i>

## **POLICY TITLE: NAMING OF SCHOOLS**

### **SECTION B GUIDELINES: PROCEDURES FOR NAMING SCHOOLS**

#### **1. New Schools**

- 1.1 As soon as the boundaries are established for the new school, the Superintendent of Education for the school, in consultation with the Trustee(s) representing the attendance area shall meet to determine membership for this committee.
  - 1.1.1 The process for selecting committee members shall apply an equity lens to ensure representation from equity-seeking groups within the new school boundary.
- 1.2 The committee shall seek input and engage in consultation on possible school names.
  - 1.2.1 Consultation shall be accessible and barrier-free, including multiple languages, virtual options, and culturally responsive engagement strategies to support participation of marginalized families.
- 1.3 The committee shall recommend at least three names, in order of preference, with rationale, to the Board.
- 1.4 The Board's final selection of a school name shall be communicated to the Minister of Education.

#### **2. Closed/Consolidated Schools**

- 2.1 If two or more existing schools are closed, and the students are moved to one new consolidated location the procedure for the naming of new schools shall be followed
- 2.2 If one or more existing schools are closed, and the students are relocated to fill existing space in one or more existing schools the name of the receiving school(s) shall be maintained.
  - 2.2.1 Upon electing the new Catholic School Council, a subcommittee shall be established, with representatives from all merged school communities. The subcommittee will devise a plan to honour the closed school(s) name (i.e., chapel, peace garden, reflection area in the library).
- 2.3 Where a new school name is approved, the Board's decision shall be communicated to the Minister of Education.

#### **3. Replacement / Relocated Schools**

- 3.1 If an existing school is replaced or relocated, and the pupils are relocated to a new school facility, the name of the closed school shall become the name of the new school unless the Catholic School Council requests, in writing to the Director of Education, that a name change be considered due to:
  - a. Its location in a new Parish;
  - b. Its location in an area served by two or more Parishes; or,
  - c. Another reason precipitated by the location change.
- 3.2 Following a request by a Catholic School Council, the Director of Education will request that the Superintendent of Education assigned to the new school location implement the naming of new school's guidelines.
- 3.3 Any school name approved by the Board shall be communicated to the Minister of Education.

#### 4. Renaming Existing Schools

##### 4.1. Non Program Needs

- 4.1.1 Where the title of the individual for whom the school has been named is changed by the Catholic Church, the Superintendent of Education assigned to the school shall consult with the Catholic School Council and shall draft a report to the Board recommending renaming the school to incorporate the new title.
- 4.1.2 Under extenuating circumstances (which may include new understandings of historical injustices, colonial legacies, or discriminatory associations linked to the existing name, as guided by the *Ontario Human Rights Code*, Ministry of Education, and YCDSB policies) the Board may decide that a name change is required. In such circumstances, a motion to approve the start of a school renaming process similar to a new school shall be followed. A list of at least three names shall be presented to the Board, in order of preference, for final approval, and shall be communicated to the Minister of Education.

##### 4.2 Program Needs

- 4.2.1 In the event that there is a significant change to the program offering at an existing school, and a change of name is contemplated, the Catholic School Council shall be consulted.
- 4.2.2 The school name may only be altered by the addition or deletion of an extension to the existing name
- 4.2.3 The recommended change shall be presented to the Board by the local Trustee for approval.
- 4.2.4 Any approved change to a school name shall be communicated to the Minister of Education.

## YORK CATHOLIC DISTRICT SCHOOL BOARD

**REPORT TO:** Policy Review Committee  
**FROM:** Administration  
**DATE:** February 17, 2026  
**RE:** **Policy 801 Use of Board and School Fund for Recognition or Acknowledgement**

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This report is presented to Trustees to highlight the rationale for the revisions to Policy 801 *Use of Board and School Fund for Recognition or Acknowledgement*.

### **BACKGROUND:**

This policy is coming back following discussion at the December 1, 2025 PRC meeting. It has been updated as part of the Board's cyclical review process. This policy was updated to outline what Board-Controlled Funds may and may not be used for, specifically for recognition or acknowledgement purposes, and to ensure alignment with the Ontario Broader Public Sector (BPS) Expense Directive.

### **RECOMMENDATION:**

That the updates to Policy 801 *Use of Board and School Fund for Recognition or Acknowledgement* be approved.

### **ATTACHMENTS**

(1) Revised Policy 801 *Use of Board and School Fund for Recognition or Acknowledgement*.

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Policy Owner: Calum McNeil, Chief Financial Officer and Treasurer of the Board  
Prepared By: Alexandra Burnell-Gentile, Policy Advisor  
Endorsed By: Jennifer Sarna, Interim Director of Education



YORK CATHOLIC DISTRICT SCHOOL BOARD

**PROCEDURE:**  
**Privacy Breach Procedure and**  
**Freedom of Information Request**  
**Procedures**

**An Addendum to Policy 112 Privacy and Freedom of Information Policy**

Effective: ~~January 27, 2021~~

## PRIVACY BREACH PROCEDURE

*A privacy breach occurs when personal information is stolen or lost or is collected, used or disclosed without authority, which compromises the security and privacy of the protected personal information.*

The following steps are to be followed once a Privacy Breach is suspected or identified:

1. Staff must notify their supervisor immediately, or, in his/her **their** absence, the ~~Privacy Officer~~ **Records and Privacy Manager**, upon becoming aware of a suspected or identified privacy breach;
2. ~~Privacy Officer~~ **The Records and Privacy Manager** shall direct the Senior Administration, Managers, and Principal to:
  - a. Under the direction of the ~~Privacy Officer~~ **Records and Privacy Manager**, Staff shall contain the suspected breach by suspending the process or activity that caused the breach.
  - b. Gather all available information to identify the scope and nature of the potential breach;
  - c. Cooperate with the ~~Privacy Officer~~ **Records and Privacy Manager** to undertake all appropriate actions to contain the breach including maintaining confidentiality.
3. ~~Privacy Officer~~ **The Records and Privacy Manager** shall follow these steps to investigate a potential privacy breach:
  - 3.1 **Respond**

The privacy breach should be reported to applicable members of the Senior Team, Principal/Manager/Supervisor, within the organization and impacted program areas. The YCDSB shall document the details of the privacy breach. Documentation shall be as detailed as possible and address the “who, what, where, when and how” of the incident.
  - 3.2 **Contain**

~~Privacy Officer~~ **The Records and Privacy Manager** and other employees shall contain the privacy breach by taking corrective action. Corrective action may include retrieving personal information, or isolating or suspending activity on a system or website.
  - 3.3 **Investigate**

This shall include:

    - 3.3.1 Background and scope of the investigation;
    - 3.3.2 Determination of the source and cause of the privacy breach;
    - 3.3.3 An inventory of systems and programs affected by the breach;
    - 3.3.4 Determination of the adequacy of existing security and privacy policies, procedures and practices;
    - 3.3.5 Assessment of the effectiveness of the Board’s response to the breach; and
    - 3.3.6 Determination of/ summary of Findings including a chronology of events and recommendations for remedial actions.
  - 3.4 **Notify**

~~Privacy Officer~~ **The Records and Privacy Manager** shall work with the appropriate employees to plan notification of the breach. Notifying the individuals impacted by the privacy breach should be the default course of action. The purpose of providing notice of a privacy breach to the individuals whose personal information was involved in the incident is to provide them with sufficient information about:

    - What happened;
    - The nature of potential or actual risks of harm;
    - Appropriate action to take to protect themselves against harm; and
    - A brief explanation of the individual’s right to complain to the IPC about your institution’s handling of their personal information.

- 3.4.1 In consultation with the Superintendent of Education and/or School Administrator, **the Board shall** ensure communication is accessible and available, if required.
- 3.4.2 Notice shall take place at the earliest opportunity, in most cases within 48 to 72 business hours, if possible.
- 3.4.3 The York Catholic District School Board shall never compound the potential harm caused by a privacy breach by providing premature notice based on incomplete facts or taking any action that might make identity theft or other harm more likely to occur as a result.
- 3.4.4 In limited circumstances notifying individuals affected by a privacy breach may not be appropriate, reasonably possible, or necessary in limited circumstances, which may include, but not be limited to:
  - Law enforcement determines notice would impede a criminal investigation;
  - Notice is not in the individual's interest (e.g., notice could potentially endanger an individual or result in greater harm to the individual); or
  - Notice would serve no useful purpose (e.g., if all the personal information involved in the privacy breach is: already publicly available; recovered before an unauthorized party could possibly access it; or protected by technology, such as encryption, that would mean unauthorized access and use of the data is not reasonably possible)
- 3.4.5 In accordance with the Information Privacy Commission, notification will continue if required.

### 3.5 Recommendations/Report

- 3.5.1 **Steps taken to correct the problem:**
  - 3.5.1.1 Develop, change, or enhance policies and procedures;
  - 3.5.1.2 Ensure strengthening of security and privacy controls; and
  - 3.5.1.3 Advise IPC of investigation findings and corrective action.
- 3.5.2 **Provide additional notices (as deemed appropriate):**
  - 3.5.2.1 Relevant third parties;
  - 3.5.2.2 Consider public announcement (e.g., statement and/or apology); and
  - 3.5.2.3 Other Ontario school boards/authorities (where shared responsibilities exist).
- 3.5.3 **Prevent future breaches:**
  - 3.5.3.1 Arrange employee training on privacy and security'
  - 3.5.3.2 Recommend appropriate and necessary security safeguards;
  - 3.5.3.3 Consider having an outside party review processes and make recommendations (e.g., auditing company); and
  - 3.5.3.4 Evaluate the effectiveness of remedial actions.

## 4. ~~The Director of Education or designate~~ **Chief Information Officer** ~~shall~~ is responsible for reviewing sign-off the Privacy Breach Reports **involving incidents that pose significant harm or are reported to the Information and Privacy Commissioner of Ontario.**

- 4.1 A redacted summary of the Privacy Breach Report may be provided ~~by~~ **to the Director of Education, and where appropriate, to the Board of Trustees** for information.
- 4.2 ~~The Director~~ **Chief Information Officer** shall ~~delegate~~ **ensure** the recommendations **are implemented as required.** ~~where appropriate for implementation to the necessary Supervisory Officer and/or Manager.~~

## PROCEDURE FOR FREEDOM OF INFORMATION REQUESTS **PROCEDURE**

*Municipal Freedom and Protection of Privacy Act (MFIPPA)*, establishes a general right of access to records held by the York Catholic District School Board using these principles:

- Any information held by YCDSB should, in general, be available to the public.
- Any exemptions from the right of access to information should be limited and specific.
- Any decisions relating to access to information can be reviewed by the independent Information and Privacy Commissioner/Ontario.
- Any person may make a request for information held by a government institution covered by the Act.

### TO MAKE A **FORMAL** REQUEST:

1. Complete a [request form](#). Please note that the request should provide as much detail as possible about the information you are requesting.
2. Submit a \$5.00 application fee paid by cash or cheque payable to the York Catholic District School Board.
3. Send the request form and application fee to the attention of:  
**Freedom of Information Request  
Records and Privacy Office  
Privacy Officer**  
York Catholic District School Board 320 Bloomington Road West, Aurora, ON L4G 0M1
4. The request will be actioned within 30 days, upon the receipt of the \$5.00 application fee.

### TO APPEAL A DECISION MADE BY THE YORK CATHOLIC DISTRICT SCHOOL BOARD:

1. A review of this decision may be requested within 30 days ~~of receiving a decision by the Privacy Officer of YCDSB:~~
2. The review request must be submitted in writing to: The Information and Privacy Commissioner/Ontario, 2 Bloor Street East, Suite 1400, Toronto, Ontario M4W 1A8, Tel.:1-800-387-0073 containing the following information:
  - 2.1 The file number listed at the beginning of the letter;
  - 2.2 A copy of the decision letter; and
  - 2.3 A copy of the original request for information you sent to our institution.
  - 2.4 An appeal fee:
    - 2.4.1 If your request was for your personal information, the appeal fee is \$10.00.
    - 2.4.2 The appeal fee for all other requests for information is \$25.00.
    - 2.4.3 Please include the fee with your letter of appeal – appeal fees should be in the form of either a cheque or money order payable to “Minister of Finance”

### TO REQUEST A CORRECTION OF PERSONAL INFORMATION:

If a student, parent or guardian believes that information in a record is factually inaccurate and wants to request a correction, they should determine which Act, they would make a request under; *MFIPPA* or the *Education Act*. Either or both routes may be used, as follows:

### THE EDUCATION ACT:

1. A student, or their parent or guardian of the student is under 18, can request a correction of the OSR if they believe information in the record was inaccurately recorded or is not “conducive to the improvement of the instruction of the student”.

2. The requester may ask the Principal to correct the alleged inaccuracy or remove it from the OSR.
3. The request must be made in writing to the Principal, referencing the Education Act. No fee is required.
4. The requester should identify the inaccurate or omitted information and the desired correction. If appropriate, supporting documentation should be included.
5. No timelines for correction requests are established by the Education Act or OSR Guideline.
6. If the principal complies, the materials will be corrected or removed from the OSR and destroyed or returned to the student. No record of the request will be retained in the OSR

#### **TO REQUEST A REVIEW UNDER THE EDUCATION ACT:**

1. If the Principal refuses to comply with the request, the student, their parent or guardian may, in writing, require the principal to refer the request to a Supervisory Officer.
2. The Supervisory Officer will either require the principal to comply with the request or submit the request to a designate of the Ministry of Education for a hearing
3. At the hearing, the Ministry (or designate) will decide the matter. The decision is then final

#### **MFIPPA:**

1. A student, or their parent or guardian if the student is under 16, can request correction of a record of the student's personal information in the OSR or non-OSR records if they believe it contains an error or omission.

#### ***NOTE: This right only applies if the individual has first been given access to the record under MFIPPA.***

2. The request must be made in writing to the Privacy Officer, referencing MFIPPA.
3. A \$5 fee is required.
4. The requester should identify the inaccurate or omitted information and the desired correction. The IPC has a form that may be used for this purpose. Any supporting documentation should be included.
5. The YCDSB will respond in writing to the request for correction within 30 days of receiving it.
6. If the YCDSB complies, the information will be corrected or removed from the record, and the requester will be notified. The requester can have the YCDSB notify anyone they have shared the information with in the preceding year.

#### **TO REQUEST A REVIEW UNDER MFIPPA:**

7. If the YCDSB refuses to comply, the requester may have a statement of disagreement attached to the information believed to be inaccurate or incomplete.
8. The requester may appeal the Board's decision (or a lack of response) to the IPC.



Privacy Breach Report — Human Resources Department

DATE: Month DD, YYYY  
XX

BREACH REPORT #

Step 1 — Respond and Step 2 — Contain

**Person Reporting Suspected Breach:**

First name: \_\_\_\_\_ Last name: \_\_\_\_\_

Job title: \_\_\_\_\_

Location (school/department): \_\_\_\_\_

Name of immediate supervisor: \_\_\_\_\_

Phone number: \_\_\_\_\_

When Incident Occurred: Date \_\_\_\_\_ Time \_\_\_\_\_

(mm/dd/yyyy)

(indicate A.M. or P.M.)

**Incident Details:**

~~Number of individuals~~ whose information was accessed without consent or authorization: \_\_\_\_\_

~~Type of personal information that was accessed~~ without consent or authorization: \_\_\_\_\_

~~Whom the personal information belongs to~~ and ~~how many individuals were affected~~: \_\_\_\_\_

~~Who had unauthorized access~~ to the personal information, and ~~how~~ that access was made: \_\_\_\_\_

~~Efforts made, if any, to contain the privacy breach~~: \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

(mm/dd/yyyy)

(indicate A.M. or P.M.)

Step 3 — Investigate

**Step 4 – Notify**

Notify the following individuals as appropriate:

- Individuals whose privacy was breached
- Director of Education
- Senior administration/managers/principals
- Legal counsel
- IPC
- Other

Step 5 – Implement Recommendations:

Steps taken to correct the problem:

- Develop, change, or enhance policies and procedures
- Ensure strengthening of security and privacy controls
- Advise IPC of investigation findings and corrective action

Provide additional notices (as deemed appropriate):

- Relevant third parties
- Consider public announcement (e.g., statement and/or apology)
- Other Ontario school boards/authorities (where shared responsibilities exist)

Prevent future breaches:

- Arrange employee training on privacy and security
- Recommend appropriate and necessary security safeguards
- Consider having an outside party review processes and make recommendations (e.g., auditing company)
- Evaluate the effectiveness of remedial actions

Sign-off

The Director of Education or designate is required to sign below to formally acknowledge that the breach was handled in accordance with privacy legislation and with the York Catholic District School Board's policies and procedures:

\_\_\_\_\_  
*Print Name/Title:* \_\_\_\_\_ *Signature*

*Sign-Off Date:* \_\_\_\_\_ *(mm/dd/yyyy)*



**York Catholic District School Board**

**PROCEDURE:  
PEDICULOSIS (HEAD LICE)**

**Addendum to Policy 210: Pediculosis (Head Lice)**

Effective: ~~March 2016~~

## PURPOSE

The York Catholic District School Board acknowledges that policies and accompanying procedures are necessary for effective management and governance. The following procedures are developed to assist staff, parents/guardians and students with the identification, treatment and prevention of pediculosis (head lice), while minimizing disruption to learning and ensuring the dignity and privacy of students.

## 1. LEGISLATIVE AUTHORITY

- 1.1 The Principal's responsibility and authority to exclude a child from school is derived from section 236(m) of the Education Act which reads as follows:
- (m) subject to an appeal to the Board, to refuse to admit to the school or classroom, a person whose presence in the school or classroom would, in his judgment, be detrimental to the physical or mental well-being of the pupils.

## 2. ELEMENTARY SCHOOLS

- 2.1 The Principal shall communicate to the every parent in the school information about pediculosis (head lice) at the beginning of each school year (refer to Appendix A) and advise parents/guardians of the link on the school's website. A hard copy of the information posted on the school's website will be provided by the Principal if requested by the Parent/Guardian.
- 2.2 The Principal shall review the Pediculosis (Head Lice) policy with staff and the Catholic School Council at the beginning of each school year (refer to Appendix A) and advise staff and Catholic School Council of the link on the school's website.
- 2.3 When a student is suspected/identified as having pediculosis (head lice):
- 2.3.1 The Principal or delegate shall notify the parent/guardian to begin appropriate treatment. Students shall not be excluded from school solely for the presence of head lice or nits.
  - 2.3.2 Staff shall take reasonable measures to minimize close head-to-head contact when a student is suspected of having head lice. attempt to contact the Parent/Guardian and request that the student be treated as soon as possible. If feasible, the Parent/Guardian should pick up the child and commence treatment. If this is not feasible, then the child shall be removed from the classroom to an environment that is sensitive to the privacy, dignity and feelings of the child and where head to head contact is avoided.
  - 2.3.3 The Principal shall provide the Parent/Guardian with the "Identification and Treatment Letter" (Appendix B) and the "Pediculosis Treatment Form" (Appendix C).
  - 2.3.4 The Parent/Guardian shall be advised that the student will only be readmitted to class after the Parent/Guardian has confirmed that treatment has been administered and a signed "Pediculosis Treatment Form" (Appendix C) has been submitted.
  - 2.3.5 The Principal shall communicate to every family in the school the information contained in Appendix D, "A Message to Families about

Head Lice".

- ~~2.4 — If the Parent/Guardian refuses to administer treatment, the Principal may, under the Education Act, suspend the student for conduct injurious to the physical or mental well-being of others in the school.~~

### 3. SECONDARY SCHOOLS AND ADULT STUDENTS

- 3.1 When a student is suspected/identified as having pediculosis (head lice):
- 3.1.1 The secondary/adult student shall begin appropriate treatment promptly and shall notify the Principal or designate when treatment has begun. Absence from school shall be minimized and shall not be required solely due to the presence of head lice or nits.
- ~~3.2 — It is assumed and expected that secondary school students accept responsibility for their own personal management. The incidence of pediculosis (head lice) is not as prevalent in the secondary school population as it is in the elementary school population.~~
- ~~3.3 — Students under the age of eighteen (18) years, suspected of having pediculosis (head lice) shall only be readmitted to class upon confirmation from the parent to the Principal that treatment has been administered (Appendix C).~~
- ~~3.4 — Adult students (those who are eighteen (18) years of age or older) suspected of having pediculosis (head lice) shall only be readmitted to class upon confirmation from themselves to the Principal that treatment has been administered (Appendix C). The Parent/Guardian requirements in this policy and procedure do not apply to students in this age category.~~
- ~~3.3 — If the Parent/Guardian or Adult Student refuses to administer treatment, the Principal may, under the Education Act, suspend the student for conduct injurious to the physical or mental well-being of others in the school.~~

## SAMPLE SCHOOL NEWSLETTER INSERT

The York Catholic District School Board **understands** recognizes concerns related to pediculosis (head lice) at the school and community level. ~~Pediculosis (head lice) are not a public hazard, as they do not cause illness, but they are a nuisance.~~ **that head lice can be a concern for students and families. While head lice do not cause illness or pose a public health risk, they can be uncomfortable and spread easily.**

To **help** prevent pediculosis (head lice) from becoming a problem at our school we all need to work together:

- Please check your child's head on a regular basis for lice or nits.
- ~~If you do find lice or nits, you must contact the office so that we can notify other Parents in your child's class to keep a special watch for any signs of head lice.~~
- **If lice or nits are found, treatment should begin promptly, and students may continue attending school during treatment.**
- **Please notify the Principal or designate once treatment has started to help us monitor and reduce further spread.**

~~A student's readmission to school is contingent upon the Parent/Guardian submitting a completed and signed "Pediculosis Treatment Form" communicating to the Principal that treatment for pediculosis (head lice) has been administered.~~

More information on the identification, treatment and prevention of pediculosis (head lice) from the Canadian Pediatric Society [https://www.caringforkids.cps.ca/handouts/head\\_lice](https://www.caringforkids.cps.ca/handouts/head_lice) and ~~Toronto~~ **York Region** Public Health (~~toronto.ca/health~~) is available on the school's website. A hard copy of the information posted on the school's website will be provided by the Principal if requested by the Parent/Guardian.

## SAMPLE IDENTIFICATION AND TREATMENT LETTER

~~(School Letterhead)~~

Date

Dear Parent/Guardian;

Your child appears to have pediculosis (head lice). School children are prone to getting pediculosis (head lice) because they are frequently in head to head contact.

Pediculosis (head lice) are **not** a public health hazard as they do **not** cause illness, but they **are** a nuisance.

As per Policy 210, *Pediculosis (Head Lice)*, the following outlines the responsibilities of Parents/Guardians:

- ~~To check their child's head for signs of pediculosis (head lice) on a regular basis but, specifically when the school has notified Parents/Guardians of a case of pediculosis (head lice) or if their child may have come into contact with pediculosis (head lice).~~
- ~~To report any suspected cases of pediculosis (head lice) to the Principal.~~
- ~~To treat their child with pediculosis (head lice) in accordance with the parameters and procedures of this policy.~~
- ~~To submit the signed "Pediculosis Treatment Form", upon their child's return to school, to confirm that the treatment of pediculosis has been administered and to identify the type of treatment administered.~~
- ~~To review with their child pediculosis (head lice) avoidance measures such as **no** head-to-head contact with other children, and **no** sharing of combs, hairbrushes, caps, hats or hair ornaments.~~

~~Readmission to school is contingent upon treatment being administered and communicated to the Principal with the submission of a completed and signed "Pediculosis Treatment Form" (attached). Wet combing with a fine tooth comb is a technique that assists with the removal of nits and is recommended to be employed in conjunction with a treatment to kill the lice.~~

~~A hard copy of the information posted on the school's website will be provided by the Principal if requested by the Parent/Guardian.~~

~~Thank you for your prompt attention to this matter.~~

Sincerely,

(Principal Signature)

Principal



## York Catholic District School Board

### Pediculosis (Head Lice) Treatment Form

To help reduce the spread of pediculosis (head lice) you are required to apply treatment as soon as possible. Wet-combing with a fine-tooth comb is a technique that assists with the removal of nits and is recommended to be employed in conjunction with a treatment to kill the lice. For more information on the identification, treatment and prevention of pediculosis (head lice) please refer to the school's website. A hard copy of the information posted on the school's website will be provided by the Principal if requested by the Parent/Guardian.

As per Policy 210 *Pediculosis (Head Lice)* a student's readmission to school is contingent upon the Parent/Guardian (if the student is under the age of eighteen (18) years of age) or the Student (if eighteen (18) years of age or older) submitting a completed and signed "Pediculosis Treatment Form" communicating to the Principal that treatment for pediculosis (head lice) has been administered.

If you have any questions, please contact the school.

Sincerely,

Principal Name

School Name

I have applied a recommended treatment for pediculosis (head lice) as per Policy 210 *Pediculosis* and have employed the technique of wet-combing to assist with the removal of nits.

Name of Student: \_\_\_\_\_

Grade: \_\_\_\_\_

Name of Treatment Applied: \_\_\_\_\_

Date of Treatment Application: \_\_\_\_\_

Signature of Parent/Guardian (if student is under the age of eighteen (18) years of age):

\_\_\_\_\_

Signature of Student (if student is eighteen (18) years of age or over):

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#### Freedom of Information

Personal information contained on this form is collected pursuant to the *Education Act* and the *Municipal Freedom of Information and Protection of Privacy Act*. Questions about the collection and the use of this personal information should be directed to the Freedom of Information Coordinator, York Catholic District School Board, 320 Bloomington Rd. W., Aurora, Ontario, L4G 3G8 or (905) 713-2711.

## A MESSAGE TO FAMILIES ABOUT PEDICULOSIS (HEAD LICE) SAMPLE LETTER

(School Letterhead)

Date

Dear Parent/Guardian;

Your child may have come in contact with pediculosis (head lice). Please check your child's head for live lice and/or their nits (eggs). If you find head lice, you must administer a treatment to kill the lice before your child returns to school. Wet-combing with a fine-tooth comb is a technique that assists with the removal of nits and is recommended to be employed in conjunction with a treatment to kill the lice.

A student's readmission to school is contingent upon the Parent/Guardian submitting a completed and signed "Pediculosis Treatment Form" communicating to the Principal that treatment for pediculosis (head lice) has been administered.

As per Policy 210, *Pediculosis (Head Lice)*, the following outlines the responsibilities of Parents/Guardians:

- To check their child's head for signs of pediculosis (head lice) on a regular basis but, specifically when the school has notified Parents/Guardians of a case of pediculosis (head lice) or if their child may have come into contact with pediculosis (head lice).
- To report any suspected cases of pediculosis (head lice) to the Principal.
- To treat their child with pediculosis (head lice) in accordance with the parameters and procedures of this policy.
- To submit the signed "Pediculosis Treatment Form", upon their child's return to school, to confirm that the treatment of pediculosis has been administered and to identify the type of treatment administered.
- To review with their child pediculosis (head lice) avoidance measures such as **no** head-to-head contact with other children, and **no** sharing of combs, hairbrushes, caps, hats or hair ornaments.

More information on the identification, treatment and prevention of pediculosis (head lice) is available on the school's website. A hard copy of the information posted on the school's website will be provided by the Principal if requested by the Parent/Guardian.

Thank you for your prompt attention to this matter.

Sincerely,

(Principal Signature)

Principal