

**ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD
POLICIES AND PROCEDURES
SECTION B: ADMINISTRATION**

CRIMINAL BACKGROUND CHECKS FOR SERVICE PROVIDERS	POLICY
EFFECTIVE: 2007 03 27 / 2015 04 28	

POLICY STATEMENT:

The St. Clair Catholic District School Board is committed to making safety and security in its schools a priority through the implementation of the Safe Schools Act, 2000 and Ontario Regulation 521, as amended by Regulation 322/03. It is policy of the Board that Criminal Background Checks will be required of service providers and employees of service providers who have direct and regular contact with students.

POLICY GOALS:

1. Ensure all service providers and employees of service providers comply with the law in relation to submitting a Criminal Background Check.
2. Provide a safe and secure learning environment that is conducive to enhancing student achievement and well-being.
3. Require that the provision of services by a service provider is conditional upon the receipt of a satisfactory Criminal Background Check.
4. Provide direction when evidence is received of a criminal conviction or other relevant conviction and/or in cases of non-compliance.

DEFINITIONS:

Criminal Background Check (CBC) - means a document concerning an individual which:

- a) was prepared by a police force or service from national data on the Canadian Police Information Centre (CPIC) database within six (6) months before the date the Board collects the document;
- b) provides information concerning the individuals police record including Criminal Code (Canada) convictions, pardoned sexual offences, records of convictions under the Controlled Drugs and Substances Act, Narcotic Control Act and Food and Drugs Act and all outstanding warrants and charges; and
- c) includes a Criminal Record and Vulnerable Sector check

Service Provider - means an individual who is not an employee of the Board and who comes into direct contact with pupils on a regular basis at a school site of the Board in the normal course of:

- a) providing goods or services under contract with the Board, carrying out his or her employment functions as an employee of a person who provides goods or services under contract with the Board, or,
- b) providing services to a person who provides goods or services under contract with the Minister.