

**ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD
POLICIES AND PROCEDURES
SECTION D: STAFF AND VOLUNTEERS**

CRIMINAL BACKGROUND CHECKS FOR EMPLOYEES AND VOLUNTEERS	POLICY
EFFECTIVE: 2002 11 26 / 2007 01 30 / 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 the policy of the Board that Criminal Background Checks will be obtained for all new hires and volunteers to the Board. It is policy of the Board that an Offence Declaration be collected on existing employees and volunteers before the start of each school year.

POLICY GOALS:

1. Ensure all employees and volunteers comply with the law in relation to submitting a Criminal Background Check and/or an Offence Declaration.
2. Provide a safe and secure learning environment that is conducive to enhancing student achievement and well-being.
3. Require that an offer of employment or the acceptance of the services of a volunteer is conditional upon the receipt of a satisfactory Criminal Background Check.
4. Require that a submission of an annual Offence Declaration is a condition of continued employment or the continued service of a volunteer.
5. Provide direction when evidence is received of a criminal conviction or other relevant conviction.
6. Provide direction in cases of non-compliance with respect to submitting an Offence Declaration.

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.

Offence Declaration – means, in respect of a Board, a written or electronic declaration signed by an individual listing all of the individual's convictions for offences under the Criminal Records Act (Canada) up to the day of the declaration:

- a) that are not included in a Criminal Background Check collected by the Ontario College of Teachers
- b) that were not included in the last Criminal Background Check collected by the Board
- c) for which a pardon under Section 4.1 of the Criminal Records Act (Canada) has not been issued or granted.

Volunteer - a non-employee approved by a Supervisory Officer, Principal or Manager who provides services without remuneration to the Board, a school or other Board operated facility or program. The following volunteers will be required to submit a CBC:

- a) Volunteers who assist in the school on a weekly basis;
- b) Supervisors on overnight excursions;

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POLICIES AND PROCEDURES
SECTION D: STAFF AND VOLUNTEERS**

- c) Students on practicum assignments from university and college programs, including co-op programs;
- d) Non-parent, non-guardian volunteers not known to the school community;
- e) Regular drivers of children; and
- f) Others, as deemed necessary by the principal.