



Administrative Procedure: Criminal Background Checks

Table of Contents

[Criminal Background Checks](#)

[Rationale](#)

[Guidelines](#)

[Current Employees](#)

[New Employees](#)

[Service Providers](#)

[Volunteers](#)

[Others](#)

[Non-Compliance](#)

Rationale

The requirement for Criminal Background Checks including Vulnerable Sector checks on all adults who come into direct contact with students on a regular basis is a precautionary measure designed to ascertain whether these individuals have a criminal history which could potentially make them unsuitable for certain positions of trust. Such checks assist the Board in attempting to ensure the safety and well-being of students.

All employees of the Superior North Catholic District School Board (including those on leave) shall have a Criminal Background Check (CBC).

Guidelines

Current Employees

All employees (including those on leave) shall be required to sign a standardized Offence Declaration Form no later than September 1st of each school year.

New Employees

1. All applications will state that it will be a condition of employment that the applicant provide an original Criminal Background Check (dated within six months of hire date) before the individual commences employment with the Board.
2. All related costs in obtaining a CBC are the responsibility of the individual seeking employment.
3. Completed CBC's shall be submitted directly to the Human Resources Department or forwarded to the Human Resources Department in an envelope marked 'confidential'. Should an applicant require the CBC be returned, the original must be presented in person to Human Resources. The original will be photocopied and returned and the copy will be filed.
4. It is understood that due to certain circumstances, the new employee may not be able to provide an up-to-date CBC prior to the commencement of employment. In such cases, the new employee will be required to submit a receipt indicating they have paid for a Criminal Background Check prior to their date of hire in addition to signing an Offence Declaration. The receipt and Offence Declaration will be held on file until the CBC is delivered to Human Resources to a maximum of twenty (20) working days, allowing the new employee to work.
5. The Director of Education and/or designate(s) shall adjudicate the CBC.
6. Where there are areas of concern, the final decision concerning suitability for employment shall be made by the Director of Education and/or designate(s).
7. Completed CBC's shall be secured in a separate confidential and secure location within the Human Resources Department.

Service Providers

1. All service providers who come into direct contact on a regular basis with, or who have employees that come into direct contact on a regular basis with students, shall comply with Board policy and provide a CBC prior to commencing work.
2. All contracts and tenders will state that employees on site during regular school hours, require proof of current criminal background check documentation.
3. Contractors working in the school with no direct contact with students, are not required to have a vulnerable sector screening, but must have a criminal background check completed before any work is to commence in the schools.

Volunteers

1. All volunteers who come into direct contact on a regular basis with students shall comply with Board policy and provide a CBC prior to commencing work.

Others

1. All other groups that are not covered under the above-stated categories, shall comply with this policy and provide a CBC prior to commencing work. These groups include, but are not limited to, placement students from university or college programs, adult in-school tutors, adult co-op students, secondary school co-op students, nurses and/or other health care professionals, and employees of agencies located in schools (eg. day care).

Non-Compliance

1. If a CBC from a new employee, is not received in the Human Resources Department within twenty (20) working days, the offer of employment may be revoked.
2. Where any employee is found to have knowingly made a false statement on an Offence Declaration, the Board will consider discipline up to and including discharge from employment or revocation of offer of employment.