

**CRIMINAL BACKGROUND
CHECKS POLICY****RATIONALE:**

The Superior North Catholic District School Board has the responsibility, under the Education Act, to provide a safe and secure working and learning environment for students and employees. The Board is in a position of trust with regard to students and must strive to protect their intellectual, physical, mental and emotional well-being.

The requirement for Criminal Background 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.

GUIDELINES:**1.0 Employees**

- 1.1 All employees of the Superior North Catholic District School Board (including those on leave) shall have a Criminal Background Check (CBC).
- 1.2 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.
- 1.3 All related costs in obtaining a CBC are the responsibility of the individual seeking employment.
- 1.4 Completed CBC's shall be submitted directly to the Payroll/HR Officer.
- 1.5 The Director of Education and/or designate(s) shall adjudicate the CBC.
- 1.6 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).
- 1.7 Completed CBC's shall be secured in a separate confidential and secure location in the Payroll/HR Officer's office.

2.0 Service Providers

- 2.1 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.

2.2 All contracts and tenders will state that employees on site during regular school hours, require proof of current criminal background check documentation.

3.0 Volunteers

3.1 All volunteers who come into direct contact on a regular basis with students shall comply with Board policy.

4.0 Others

4.1 All other groups that are not covered under the above-stated categories, shall comply with this policy. 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).