

POLICE RECORD CHECKS SERVICE PROVIDERS

Offence Declarations

The Board will contract with the Ontario Education Services Corporation (OESC), a non-profit company established by the four School Boards' Associations in Ontario and the Council of Directors of Education, to collect and adjudicate police record checks on all Service Providers and employees of Service Providers who are identified by the Board, as potentially coming into direct and regular contact with students.

Definitions

Police Record Check means a document concerning an individual:

- a) That was prepared by a police force or service from national data on the Canadian Police Information Centre (CPIC) data base within six (6) months before the day the OESC collects the document on behalf of the Board; and
- b) That contains information concerning the individual's 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.

Offence Declaration means a written declaration signed by an individual listing all the individual's convictions, warrants and charges that are not included in the Police Record Check or the last Offence Declaration collected by OESC under this regulation on behalf of the Board.

Identification Card means a wallet sized card, issued by OESC for a 12 month period (one school year) to an individual Service Provider who has been determined to be an acceptable subject who may attend school property and come in direct and regular contact with pupils.

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

Board Staff Will:

- 1) Sign a contract with OESC to provide Police Record Check and Offence Declaration services on behalf of the Board until August 2006, by March 31, 2003.
- 2) Identify all Service Providers who will require Police Record Checks and annual Offence Declarations and send a list with contact information to OESC, by March 31, 2003.
- 3) Notify all Service Providers about the requirements of Regulation 521/01 using the pro forma letter provided by OESC, by March 31, 2003.
- 4) Ensure that all Service Providers are in compliance with Regulation 521/01 and contract with OESC by July 31, 2003.
- 5) Annually, the Payroll/HR Officer, through information provided by the Principal, will develop a procedure for regularly, as required, updating the Service Provider list, communicating this information to OESC and informing new Service Providers about the requirements.
- 6) Identification cards, along with a photo I.D., will be checked annually by the Principal of the school.

Adjudication

OESC will use a panel of senior officials from School Boards, to screen Service Providers who have police records. OESC will use published screening criteria and adjudication procedures which will strive to ensure provincial consistency in adjudication. All decisions of OESC will be final.

Consequences Of Non-Compliance

A Service Provider who fails to comply with the Police Record Check requirements of the Board through OESC by July 31, 2003, will have their contract suspended by the Board pending compliance.

A Service Provider who fails to comply with the requirements of the Board through OESC regarding Offence Declarations beginning August 1, 2004 will have their contract suspended pending compliance.