



# Administrative Procedure: Criminal Background Checks

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## 1.0 Rationale

- 1.0 The requirement for Criminal Background Checks (CBC) 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, service providers, volunteers and others who normally come into direct contact on a regular basis with students, shall require a Criminal Background Check (CBC) with Vulnerable Sector Check.

## 2.0 Guidelines

- 2.1 All current employees shall be required to submit a standardized Offence Declaration Form no later than September 1st of each school year.

- 2.2 All new applications and employees will state that it will be a condition of employment that the applicant provide an original Criminal Background Check (CBC) (dated within six months of hire date) before the individual commences employment with the Board.
- 2.3 All related costs in obtaining a Criminal Background Check (CBC) are the responsibility of the individual seeking employment.
- 2.4 A completed Criminal Background Check (CBC) and Vulnerable Sector Check 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 to 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.
- 2.5 Where there are areas of concern, the final decision concerning the suitability for employment shall be made by the Director of Education and/or designate(s) and Human Resources Manager.
- 2.6 Completed CBC's shall be secured in a separate confidential and secure location within the Human Resources Department.

### 3.0 Volunteers

- 3.1 All volunteers who come into direct contact on a regular basis with students on a volunteer basis shall comply with Board policy and provide an up to date Volunteer Vulnerable Sector Check yearly prior to volunteering. These checks are to be filed at the school level in a secure location.

### 4.0 Others

- 4.1 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. daycare).

## 5.0 Non-Compliance

- 5.1 If a CBC from a new employee, is not received in the Human Resources Department within thirty (30) working days, the offer of employment may be revoked.
- 5.2 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 an offer of employment.