



Peterborough Victoria
Northumberland and Clarington
Catholic District School Board

BOARD POLICY	
Policy Section HUMAN RESOURCES	Policy Number 503
Administrative Procedure Number AP-HR-503	Page 1 of 3

POLICY TITLE

Criminal Record Checks/Police Reference
Checks for Employment Candidates

1.0 PURPOSE

The Board has the responsibility, under the *Education Act*, to provide a safe and secure working and learning environment for students and employees. The purpose of this Policy is to determine whether a candidate has a criminal record which would make him or her unsuitable as an employee of the Board.

2.0 POLICY

It is the policy of the Board to take all reasonable steps to ensure that employees who have contact with students in any way by virtue of their employment will be exemplary role models and will not pose a risk of danger to students.

The Board will not hire into its employ persons who have police records which place students or staff at risk.

3.0 GUIDELINES

3.1 All applicants for employment with the Board will be advised in the application package that it will be a condition of any offer for employment that the applicant shall provide a Criminal Record Check, at their own expense, dated no more than 30 days prior to the commencement of employment by the Board. The Criminal Record Check will provide information concerning the individual's police record including *Criminal Code* (Canada) convictions, pardoned sexual offences, record of convictions under the *Controlled Drugs and Substances Act*, *Narcotic*

Control Act, Firearms Act, and Food and Drugs Act, and all outstanding warrants and charges. Applicants will be advised that the information provided in respect to criminal record, or absence thereof, is subject to verification.

- 3.2. Any casual employee with the Board who has been selected for a permanent position must provide a new and current Criminal Record Check if the previous Criminal Record Check is dated more than six months prior to the new appointment.

4.0 TERMS AND DEFINITIONS

4.1 CRIMINAL OFFENCE

A criminal offence is an offence under a specified statute enacted by the Government of Canada including, but not limited to: the *Criminal Code (Canada)*, *Controlled Drugs and Substances Act*, *Narcotic Control Act*, *Firearms Act*, and/or *Immigration Act*.

4.2 CRIMINAL RECORD CHECK/POLICE REFERENCE CHECK

A criminal record check/police reference check is information concerning the individual's criminal record, including *Criminal Code (Canada)* convictions, pardoned sexual offences, record of convictions under the *Controlled Drugs and Substances Act*, *Narcotic Control Act*, *Firearms Act*, and *Food and Drugs Act*, and all outstanding warrants and charges.

5.0 REFERENCES/RELATED DOCUMENTS

Regulation 521/01 under the *Education Act*
Criminal Code (Canada)
Municipal Freedom of Information and Protection of Privacy Act
Criminal Records Act (Canada)

6.0 RELATED POLICIES

7.0 RELATED FORMS

Criminal Offence Declaration (Appendix A)
Police Records Check Policy Form (Appendix B)

8.0 APPROVED BY BOARD

April 27, 2010

9.0 EFFECTIVE DATE

April 27, 2010

10.0 POLICY REVIEW DATE

April 2015

11.0 REVIEW BY

Human Resource Services