

PERSONNEL AND EMPLOYEE RELATIONS	7000
POLICE RECORD CHECKS POLICY	7010

1. Rationale

Lakehead 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 Board is also a steward of public trusts.

The requirement for Police Record Checks (PRC) is a precautionary measure designed to ascertain whether 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 and to protect Board assets.

2. Policy

In accordance with Regulation 521/01 of the Education Act, as amended by Regulation 322/03, it is the policy of Lakehead District School Board that all employees, service providers, and volunteers, shall require a Police Record Check. In addition, employees, service providers, volunteers, and others who normally have direct contact with students on a regular basis, shall require a Vulnerable Sector Check.

3. Guidelines

3.1 Employees

- 3.1.1 All employees of Lakehead District School Board shall have a Police Record Check (PRC). All new employees will provide a PRC at their own expense. The PRC will consist of information on criminal offences of which the individual has been convicted under the Criminal Code (Canada), and for which a pardon has not been granted. The PRC will be prepared by a police force or service from national data on the Canadian Police Information Centre database within six months of the day the Board requests the document.
- 3.1.2 Employees, service providers, volunteers and others who have direct and regular contact with students will be required to provide, at their own expense, an original Vulnerable Sector Check (VSC) prior to commencing employment or volunteer activities.
- 3.1.3 All employees, including those on leave, shall be required to sign an online Offence Declaration no later than September 1 of each school year.

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- 3.1.4 Completed PRCs shall be submitted directly to the manager of human resources or designate.
- 3.1.5 The director of education and/or designate(s) shall adjudicate the PRC.
- 3.1.6 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).
- 3.1.7 Completed PRCs shall be secured in a separate confidential and secure location in human resources.

3.2 Service Providers

- 3.2.1 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.

3.3 Volunteers

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

3.4 Others

- 3.4.1 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, nurses and/or other health care professionals, and employees of agencies located in schools; i.e., day cares.

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4. Review

This policy shall be reviewed in accordance with Policy Development and Review Policy 2010.

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
Procedures 7010	May 27, 2003	O. Reg. 521/01 O. Reg. 322/03
Policy 8091 "Use of Volunteers in Schools"	<u>Date Revised</u>	
Volunteer Practices - Supervisor's Manual	March 22, 2011 April 25, 2017	