

PERSONNEL AND EMPLOYEE RELATIONS	7000
POLICE RECORD CHECKS POLICY	7010

1. Rationale

Lakehead District School Board (LDSB) 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 Ontario Regulation 521/01 of the Education Act, as amended by Ontario Regulation 322/03, and Ontario Regulation 298/25, it is the policy of LDSB that all students on a placement with the Board, employees, service providers, and volunteers shall require a Police Record Check. Students on a placement, employees, service providers, volunteers, and others who are or will be in a position of trust or authority in relation to pupils; shall require a Vulnerable Sector Check (VSC). If an individual is not or will not be in a position of trust or authority in relation to pupils, the type of police records check shall be a criminal record and judicial matters check (CRJMC).

3. Guidelines

3.1 Employees

3.1.1 All employees of LDSB 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.

3.1.2 Employees who are or will be in a position of trust or authority in relation to pupils will be required to provide, at their own expense, an original Vulnerable Sector Check (VSC) prior to commencing employment.

3.2 Service Providers

3.2.1 All service providers shall comply with Board policy.

PERSONNEL AND EMPLOYEE RELATIONS	7000
POLICE RECORD CHECKS POLICY	7010

3.3 Volunteers

3.3.1 All volunteers shall comply with Board policy.

3.4 Students on an Educational Placement

3.4.1 All students on an educational placement shall comply with Board policy.

3.5 Others

3.5.1 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, adult co-op students, adult in-school tutors, nurses and/or other health care professionals, and employees of agencies located in schools; i.e., day cares.

3.6 Completed PRCs shall be submitted directly to the manager of human resources or designate(s).

3.7 The Director of Education and/or designate(s) shall adjudicate the PRC.

3.8 Where there are areas of concern, the final decision concerning suitability for a student placement, employment, volunteer position, or service contract, shall be made by the Director of Education and/or designate

3.9 A Police Record Check shall be collected at the following times:

- For an individual who, on December 5, 2025, is an employee, service provider or volunteer:
 - if the individual has not previously had a PRC collected, no later than February 1, 2026;
 - if the individual's most recent PRC was collected on or before September 1, 2021, no later than the date set out in 3.10 column 2 of table 1 opposite the individual's birth month set out in column 1; or
 - if the individual's most recent PRC was collected after September 1, 2021, no later than the date set out in 3.10 column 2 of table 2 opposite the individual's birth month set out in column 1.

3.10 All students on a placement with the Board, employees, service providers, and volunteers, including those on leave, that is not in a year in which the Board collects a PRC in respect of the individual, shall be required to sign an online Offence Declaration no later than September 1 of each school year.

PERSONNEL AND EMPLOYEE RELATIONS	7000
POLICE RECORD CHECKS POLICY	7010

TABLE ONE

Police record checks for those with a previous record on or before September 1, 2021:

Item	Column 1 Birth month	Column 2 Date by which a new police record check must be collected
1.	January to March	Last day of birth month in the year 2027.
2.	April to June	Last day of birth month in the year 2026.
3.	July and August	June 30, 2026.
4.	September to December	Last day of birth month in the year 2026.

TABLE TWO

Police record checks for those with a previous record check after September 1, 2021, and subsequent record checks:

Item	Column 1 Birth month	Column 2 Date by which a new police record check must be collected
1.	January to June	Last day of birth month in the year that is five years after the year in which the most recent police check was collected.
2.	July and August	June 30 in the year that is five years after the year in which the most recent police check was collected.
3.	September to December	Last day of birth month in the year that is five years after the year in which the most recent police check was collected.

PERSONNEL AND EMPLOYEE RELATIONS	7000
POLICE RECORD CHECKS POLICY	7010

4. Review

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

<u>Cross Reference</u> Procedures 7010	<u>Date Approved</u> May 27, 2003 <u>Date Revised</u> March 22, 2011 April 25, 2017 April 22, 2025 April 21, 2026	<u>Legal Reference</u> O. Reg. 521/01 O. Reg. 322/03 O. Reg 298/25 Bill 33, Supporting Children and Students Act, 2025
---	---	---