

**ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD
POLICIES AND PROCEDURES
SECTION B: ADMINISTRATION**

CRIMINAL BACKGROUND CHECKS FOR SERVICE PROVIDERS	PROCEDURE
EFFECTIVE: 2007 03 27 / 2015 04 28	

ADMINISTRATIVE PROCEDURES:

1.0 Responsibility

- 1.1 Where a service provider is contracted by the Board to provide services which will put the service provider or the service provider's employees in direct and regular contact with students, the Board representative responsible for entering into the contract will advise the service provider with respect to the requirement to provide criminal background checks.
- 1.2 Where a service provider is contracted by the School to provide services the Principal is the individual responsible for compliance with Regulation 521/01 and will advise the service provider with respect to the requirement to provide criminal background checks.
- 1.3 Principals shall be responsible for ensuring service providers who come into direct and regular contact with students possess current Identification Cards or a satisfactory criminal background check.
- 1.4 The senior administrator responsible for Human Resource Services shall notify principals on an annual basis which service providers require Identification Cards.

2.0 Expectations

- 2.1 All service providers and employees of service providers who are identified by the Board as potentially coming into direct and regular contact with students must be in compliance with Regulation 521/01 before providing services to the Board.
- 2.2 School bus drivers and driving instructors are not required to comply with Regulation 521/01. Rather, they are required to satisfy the requirements set out by the Ministry of Transportation (O. Reg. 49/03, s.1.).
- 2.3 A service provider who fails to comply with the Criminal Background Check requirements of the Board may be restricted from providing goods and services to the Board.
- 2.4 Upon arriving at a school, a service provider who provides services in school on an itinerant or as needed basis is required to report to the school office, sign in and, if applicable, show his/her Identification Card.
- 2.5 Where services are provided at a school on a regular and consistent basis, the Principal shall verify possession of a current Identification Card annually on the first day of each school year. To facilitate this process, the Principal shall:

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- a) Obtain a list of names of service providers;
- b) Ensure that each service provider on record and thereafter every new service provider presents a valid Identification Card along with another identification card, preferably a photo identification card;
- c) At the discretion of the Principal and the Manager – Facility Services, a service provider cleared by the Principal may be issued a Board photo identification badge.

3.0 Additional Information

- 3.1 The St. Clair Catholic District School Board is committed to the principles of equity and inclusive education, consistent with our Catholic teachings, which value and promote human rights and social justice in all Board policies, programs, guidelines, operations and practices.
- 3.2 Ontario Regulation 521/01 can be viewed at the following link: http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_010521_e.htm
- 3.3 Effective September 1, 2014, Board approved Identification Cards must be issued through Sterling Backcheck, a background checking company. The Board's previous Identification Card provider, OESC, ended its background check program. Therefore, current OESC Identification Cards are valid up to their expiry date or August 31, 2016, whichever is earlier.

4.0 Definitions

Criminal Background Check - means a document concerning an individual which:

- a) was prepared by a police force or service from national data on the Canadian Police Information Centre (CPIC) database within six (6) months before the date the Board collects the document;
- b) provides 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; and
- c) includes a Criminal Record and Vulnerable Sector check

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

Identification Card - means a wallet sized card valid for a three (3) year period issued by a Board approved entity (e.g. OESC, Sterling Backcheck, etc.) to an individual who has been determined to present no unacceptable risk to students, and who may attend school property and come into direct and regular contact with students.