

NORTHEASTERN CATHOLIC DISTRICT SCHOOL BOARD

Policy
B-21

Authority
03-214

POLICE RECORD CHECKS - SERVICE PROVIDERS

POLICY STATEMENT

The Northeastern Catholic District School Board has the responsibility 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. In this regard, in accordance with Ontario Regulation 521/01, the Northeastern Catholic District School Board will not contract with or continue to contract with an individual who has direct and regular contact with students who has a police record which is judged to potentially place a student or students at risk.

POLICY REGULATIONS

1. Police Record Checks and Annual Offence Declarations for Service Providers:

The Board will contract with the Ontario Education Services Corporation (OESC), a non-profit company established by the four School Boards' Associations in Ontario and the Council of Directors of Education, to collect and adjudicate police record checks on all Service Providers and employees of Service Providers who are identified by the Board as potentially coming into direct and regular contact with students.

2. Definitions:

2.1 Police Record Check means a document concerning an individual:

2.1.1 that was prepared by a police force or service from national data on the Canadian Police Information Centre (CPI C) database within six (6) months before the day the OESC collects the document on behalf of the Board; and

2.1.2 that contains 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.

NORTHEASTERN CATHOLIC DISTRICT SCHOOL BOARD

Policy
B-21

Authority
03-214

POLICE RECORD CHECKS - SERVICE PROVIDERS

- 2.2 Offence Declaration means a written declaration signed by an individual listing all the individual's convictions, warrants and charges that are not included in the Police Record Check or the last Offence Declaration collected by OESC under this Regulation on behalf of the Board.
- 2.3 Identification Card means a wallet sized card, issued by OESC for a 12 month period (one school year) to an individual Service Provider who has been determined to be an Acceptable Subject who may attend School Property and come in direct and regular contact with pupils.
- 2.4 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:
- 2.4.1 providing goods or services under contract with the Board,
 - 2.4.2 carrying out his or her employment functions as an employee of a person who provides goods or services under contract with the Board, or
 - 2.4.3 providing services to a person who provides goods or services under contract with the Minister.
3. Board staff will:
- 3.1 sign a contract with OESC to provide Police Record Check and Offence Declaration services on behalf of the Board until August, 2006, by March 31, 2003.
 - 3.2 identify all Service Providers who will require Police Record Checks and annual Offence Declarations and send a list with contact information to OESC by March 31, 2003.
 - 3.3 notify all Service Providers about the requirements of Regulation 521/01 using the pro forma letter provided by OESC, by March 31, 2003.

NORTHEASTERN CATHOLIC DISTRICT SCHOOL BOARD

Policy
B-21

Authority
03-214

POLICE RECORD CHECKS - SERVICE PROVIDERS

- 3.4 ensure that all Service Providers are in compliance with Regulation 521/01 and contract with OESC by July 31, 2003.
- 3.5 develop a procedure for regularly, as required updating the Service Provider list, communicating this information to OESC and informing new Service Providers about the requirements.
- 3.6 develop a procedure for checking Identification Cards (and photo-identification) of Service Providers by school officials on a regular basis.

4. Adjudication:

OESC will use a panel of senior officials from School Boards to screen Service Providers who have Police Records. OESC will use published screening criteria and adjudication procedures which will strive to ensure provincial consistency in adjudication. All decisions of OESC will be final.

5. Consequences of Non-compliance:

A Service Provider who fails to comply with the Police Record Check requirements of the Board through OESC by July 31, 2003 will have their contract suspended by the Board pending compliance.

A Service Provider who fails to comply with the requirements of the Board through OESC regarding Offence Declarations beginning August 1, 2004 will have their contract suspended pending compliance.