



Policy Section: **Personnel/Employee Matters**

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Policy Name: **Police Record and Vulnerable Sector Checks**

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Policy Statement

In accordance with Regulation 521/01 Collection of Personal Information (as amended by Regulation 322/03) of the Education Act, it is the policy of the Keewatin Patricia District School Board (KPDSB) that all employees, volunteers, and service providers, shall require a Police Record Check (PRC). 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 (VSC).

Rationale

The KPDSB has the responsibility, under the Education Act, to provide a safe and secure learning and working environment for students and employees. The KPDSB is in a position of trust with regard to students and must strive to protect their intellectual, physical, mental, and emotional wellbeing. The Board is also a steward of public trusts.

The requirement for Police Record Checks (PRCs) and Vulnerable Sector Checks (VSCs) will help the Board in attempting to ensure the safety and well-being of students and protect Board assets.

Cross Reference
HR Protocol – 08
Regulations 521/01 and 322/03
Policies
207, Trustee Code of Conduct
306, Use of Volunteers
706, Employee Code of Conduct
712, Employee Hiring and Promotion
Procedure
706, Employee Code of Conduct

Date Adopted: 13/04/1999
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13/05/2008; 10/05/2011; 14/004/2015;
10/03/2020; 26/08/2024

Review By: 2028



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Guidelines

Employees

- a) All employees of the Keewatin-Patricia District School Board shall have a Police Record Check (PRC). All new employees will provide a PRC at their own expense. Fees for volunteers will be paid for by the school. 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 (6) months of the day the Board requests the document.
- b) Employees, service providers, volunteers and others who have direct and regular contact with students will be required to provide, an original Vulnerable Sector Check (VSC) prior to commencing employment or volunteer activities.
- c) All employees, including those on leave, shall be required to sign an online Offence Declaration no later than September 1 of each school year.
- d) Completed PRCs shall be submitted directly to the Human Resources Department. Completed PRCs and VSCs shall be secured in the employee's personnel file in a confidential and secure location in the Human Resources department.

Emergency Provision

Upon hire, the candidate will be required to provide an Emergency Offence Declaration (EOD) which may, at the KPDSB's sole discretion, permit the candidate to commence employment prior to the submission of the Police Record Check. Before any such exception is made, a binding agreement shall be entered into between the employee(s), or any authorized representatives of the employee(s), and the KPDSB ensuring that the verification is provided without delay and in a timely manner as per instructions in the Human Resources hiring/onboarding procedure. This agreement will preserve the KPDSB's power to revoke the offer of employment, and dismiss the employee, should the Offence Declaration provided by the employee prove to be false or misleading in any respect.



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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.

- a) "Service Provider" as defined by Regulation 521/01, is an individual who comes into direct contact with pupils on a regular basis at any site of the KPDSB in the normal course of:
 - i) providing goods or services under contract with the KPDSB;
 - ii) carrying out their employment functions as an employee of a person who provides goods or services under contract with the KPDSB; or
 - iii) providing services to a person who provides goods or services under contract with the Board or at a school under the jurisdiction of the Minister.
- b) All contracts and tenders will state that employees on-site during regular school hours require proof of current Criminal Background documentation.

Volunteers

- a) All volunteers who come into direct contact on a regular basis with students shall comply with Board policy.
- b) It is the responsibility of the Principal to ensure that the volunteer provides the Police Record and/or Vulnerable Sector Check. Such documents will be retained at the school by the Principal.

Others

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 co-op students, adult in-school tutors, secondary school co-op students, nurses, and/or health care professionals, and employees of agencies located in schools (i.e., Day Cares, etc.).

Adjudication

Where there are areas of concern, the final decision concerning suitability for employment or volunteering shall be made by the Director of Education and/or designate(s). The Director of Education and/or designate(s) shall adjudicate the PRC.