



Procedure No. VI-36

Police Records Check –

Adopted:
April 12, 2004

Last Reviewed/Revised:

[10 Criminal Reference Check - Applicants for Employment](#)
[VI-48 Protocol with External Agencies..](#)

Purpose

all providers of goods and/or services as defined under Ontario Regulation 521/01-^p any and

References

[Ontario Regulation 521/01-](#)

Criminal Reference Check is the generic term covering both Criminal Record Checks and Police Record Checks.

Criminal Record Check:

force or service from national data on the Canadian Police Information Centre database within six (6) months before the day the HCDSB collects the document that contains information concerning the individual's personal criminal history.

means written declaration signed (includes electronic signature) by an individual listing the individual's convictions, date of the



Police Record Check: means a complete check of police records. It includes a Criminal Record Check including convictions for which a pardon has been granted involving vulnerable persons.

Service Provider: means an individual who is not an employee of the HCDSB and who associates normally or informs

- a) Providing goods and/or services under contract with the HCDSB;
- b) Carrying out the person's employment functions as an employee or a person who provides goods and/or services under contract with the HCDSB;



OBJECTIVE

- x ~~The HCDSB will ensure compliance with the requirements of the Ontario Education Act and the Education Act, 1997, regarding the hiring of staff and the use of subcontractors/ trades assigned to HCDSB contracts...~~
 - o ~~For contracts for maintenance and repair services, Purchasing Services will request a criminal record check or attestation form from the respective Provider, copies of which will be retained with Purchasing Services.~~
 - o ~~For Service Providers sent to the schools through the HSDPP, the responsible Department Manager will request a criminal record check or attestation form from the respective Provider, copies of which will be retained with the Department Manager.~~
 - o **For local (school) agreements and contracts**, the Principal will request a criminal record check or attestation form from the respective Provider, copies of which will be retained at the school.
- x HCDSB shall be compliant with the Ontario Education Act, the Education Act, 1997, the Criminal Background Checks with Vulnerable Sector Check and Offence Declarations.
- x ~~In the event that any of the Criminal Background Checks with Vulnerable Sector Check or an Offence Declaration reveals a charge or a criminal conviction which is not acceptable to the HCDSB in the circumstances and in its sole and unfettered discretion, the HCDSB will have the right to request that the Ontario Board of Education (the Board) suspend the Provider from the HCDSB.~~
- x requirements of the HCDSB ~~are not intended to be a condition of any contract or agreement with the HCDSB.~~

APPROVED BY:

AUTHORIZED BY:

Director of Education and Secretary of the Board

