



DISTRICT SCHOOL BOARD  
ONTARIO NORTH EAST

## Policy No. 1.2.13

Section: System Policies and Procedures

Related References:

Appendices: A & B

Approved January 18, 2005:

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Review Date:

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### TITLE: CRIMINAL BACKGROUND CHECK

#### 1.0 Rationale:

District School Board Ontario North East 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.

District School Board Ontario North East will not hire into its employ or continue to employ persons who will have direct and regular contact with students who have police records and/or patterns of behaviour which place students or staff at risk.

District School Board Ontario North East **will not allow school access** to *Service Providers* or *Others* who have direct and regular contact with students:

- who have **not provided** a Criminal Background Check, or
- who have provided a Criminal Background Check which has been adjudicated and found to present **unacceptable risk** to students and/or staff.

## PROCEDURES:

### A. CRIMINAL BACKGROUND CHECKS FOR EMPLOYEES

All current employees will provide a Criminal Background Check in accordance with Regulation 521/01, as amended by Regulation 323/03.

All new employees will be required to provide, at their own expense, an original Police Record Check.

#### 1. Definitions

**“Criminal Background Check”** means a document concerning an individual :

- a) that 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 OESC collects the document on behalf of the Board; and
- b) that provides information concerning the individual’s police record including Criminal Code (Canada) convictions, records of convictions under the Controlled Drugs and Substances Act, Narcotic Control Act and Food and Drugs Act and all outstanding warrants and charges.

**“Vulnerable Sector Screening”** means a document concerning an individual ;

- a) that was prepared by a police force or service from national data on the Canadian Police Information Centre (CPIC) database within six (6) months;
- b) that provides information concerning the individual’s police record including Criminal Code (Canada) convictions, 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) contains information resulting from a criminal record search of data maintained by the Royal Canadian Mounted Police for sexual offences for which a pardon has not been granted or issued.

**“Offence Declaration”** means, in respect of a Board, a written declaration signed by an individual listing all of the individual’s convictions for offences under the *Criminal Records Act (Canada)* up to the date of the declaration:

- a) that are not included in a Criminal Background Check collected by the Ontario College of Teachers (OCT) after December 31, 1998 or in the last criminal background check collected by the Board under this regulation; and
- b) for which a pardon under Section 4.1 of the *Criminal Records Act (Canada)* has not been issued or granted.

***“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, issued by OESC to an individual Service Provider who has been determined to present no unacceptable risk to students who may attend school property and come in direct and regular contact with students.

## ADMINISTRATIVE REGULATIONS

### 2. Requirements

The “*Collection of Personal Information Regulation*” will require the District School Board Ontario North East to do the following:

#### I. **Current employees**

Are required to provide to the Board an Offence Declaration by September 1 of each year in which the individual is employed by the Board.

#### II. **New Employees**

##### a) Condition of Employment

The Board shall collect a Vulnerable Sector Screening in respect of the individual before the day the individual commences employment with the Board. All offers of employment with the Board shall be conditional upon the applicant supplying the required Vulnerable Sector Screening. The Board shall collect an Offence Declaration from the individual by September 01 of each year in which the individual is employed by the Board after that day.

##### b) Emergency Provision

Normally, a candidate shall not commence employment with the Board until a current verification of their Vulnerable Sector Screening has been supplied. Only in an exceptional case will a person be permitted to commence employment with the Board before the Board has received the verification. In such a case, the candidate will be required to provide an Offence Declaration which may, at the Board’s sole discretion permit the candidate to commence employment prior to the submission of the Vulnerable Sector Screening. Before any such exception is made, a binding agreement shall be entered into between the employees, or any authorized representative of the employee, and the Board, ensuring that the verification be provided without delay and in a timely manner. This agreement will preserve the Board’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.

## OPERATIONAL PROCEDURES

### 3. Retention

The Board shall retain an original or a true copy taken from the original Vulnerable Sector Screening by the Board's contact or designate. Completed criminal reference checks and offence declarations will be filed in a separate and secure location.

### 4. Adjudication

Where evidence is received of a criminal conviction or other relevant conviction, the Board's contact or designate will consider at least the following factors in determining an appropriate course of action:

- a) the length of time since offence(s);
- b) any involvement of children and/or sexual activity and/or violence and/or acts of dishonesty in the offence(s);
- c) the employment history;
- d) the employee's attitude towards offence(s);
- e) any treatment, counselling or other services received since offence;
- f) other steps taken to rehabilitate;
- g) any likelihood offence(s) will be repeated;
- h) if alcohol or illegal drugs were a factor in commission of offence(s);
- i) the degree of co-operation with this investigation;
- j) if the offence(s) committed while employed by the Board;
- k) if the employee is a teacher, relevance of offence(s) to teacher duties as set out in the Education Act and Regulations;
- l) if employee is not a teacher, relevance of offence(s) to their employment duties; and
- m) whether the offence(s) require any action pursuant to The Student Protection Act (including notification of the Ontario College of Teachers)
- n) The course of action may include disciplinary action up to and including dismissal, and/or withdrawal of offer, and shall be in compliance of other Board policies, collective agreements and legislation.

**5. Consequences of Non-compliance**

Employees who fail to provide a signed Offence Declaration form by the date prescribed by the Board may be suspended without pay until the form is received.

**B. CRIMINAL BACKGROUND CHECKS 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.

**1. Service Providers  
Action Required**

Board staff will:

- a) include language similar to the following in any new Request for Proposal/Tender/Quotation of Contract:

“The Bidder acknowledges receipt of a copy of Regulation 322/03 (Collection of Personal Information) to the Education Act (Ontario) with respect to Police Record Checks and offence declarations. **If required by the Board**, the successful Bidder covenants and agrees to assist the Board in complying with same by providing the Board or such other entity as the Board may designate with a criminal background check covering offences under the Criminal Code, the Controlled Drugs and Substances Act and any other offences which would be revealed by a search of the automated Criminal Records Retrieval System maintained by the RCMP (“Police Record Check”), together with an Offence Declaration in a Board-approved form for every individual or employee of the successful Bidder who may come into direct contact with pupils on a regular basis at a school site of the Board, prior to the occurrence of such possible direct contact and on or before September 1<sup>st</sup> each year thereafter with respect to the Offence Declarations.

For the purpose of this Request for Proposal/Tender/Quotation, the Board shall determine in its sole and unfettered discretion whether an individual or employee of the successful Bidder may come into direct contact with pupils on a regular basis.

The successful Bidder further acknowledges and agrees that the contract between the Board and the successful Bidder to be entered into pursuant to the terms hereof shall contain provisions of indemnification and provisions allowing the Board to terminate same in the event the successful Bidder fails to provide the Board with a Police Record Check and an Offence Declaration for every individual or employee who may come into direct contact with pupils on a regular basis at a school site of the Board, prior to the occurrence of such possible direct contact and on or before September 1<sup>st</sup> each year thereafter with respect to the Offence Declaration.

In addition, the contract will contain provisions that will allow the Board, or such other entity as the Board may designate, upon review of the Police Record Check provided to determine that an individual or employee will not be permitted on a school site in circumstances where direct contact with students is probable.”

- b) ensure that all Service Providers are in compliance with Regulation 322/03 before providing services to the Board.
- c) 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.
- d) develop a procedure for checking Identification Cards (and photo-identification) of Service Providers by school officials on a regular basis.
- e) The cost for obtaining the required documentation will be paid directly by the successful Bidder

### **3. Adjudication**

OESC will use a panel of experts to screen Service Provider employees 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.

### **4. Consequences of Non-compliance**

A Service Provider who fails to comply with the Police Record Check requirements of the Board through OESC will be barred from providing goods and/or services to the Board.

## **C. CRIMINAL BACKGROUND CHECKS FOR OTHERS HAVING DIRECT AND REGULAR CONTACT WITH STUDENTS**

- a) Provincial organizations that provide services to schools but who are not Service Providers as defined in the regulation (including but not limited to) and **who are exempt from these requirements** as the organization has standards and practice in place which meet or exceed those of OESC as such the principal/designate should request a valid organization photo ID card which identifies them as an employee; or a valid OESC ID card and a piece of photo ID. Included in this category are the following:
  - 1. Public Health Departments
  - 2. Victorian Order of Nurses
  - 3. Community Care Access Centres
  - 4. Children’s Mental Health Ontario
  - 5. Provincial Schools Authority
  - 6. Day Nurseries
  - 7. Children’s Aid Societies
  - 8. Big Brothers and Big Sisters of Canada
  - 9. St. John Ambulance

- b) trustees
- c) students attending university or college programs which require practicum or coop placements in schools
- d) school volunteers (as per policy 2.1.4)
- e) persons eighteen (18) years of age or over having direct and regular contact with students<sup>1</sup>.

## 1. Action Required

Board staff will:

- a) ensure that all “Others” are in compliance with Regulation 322/03.
- b) develop a procedure for regularly, as required updating the “Others” list, communicating this information to OESC and informing new “Others” about the requirements.
- c) develop a procedure for checking Identification Cards (and photo-identification) of “Others” by school officials on a regular basis.

## 2. Adjudication

OESC will use a panel of experts to screen “Others” 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.

<sup>1</sup> *The Youth Criminal Justice Act protects the privacy of minors by limiting access to their records. It is recommended therefore that a Service Provider or “Other” who has not attained the age of 18 be directly supervised by a staff member when in contact with students.*



**Organization Letter to Ontario Provincial Police  
Request for Vulnerable Sector Screening**

This letter must:

- originate from the organization requesting a check of the Pardoned Sexual Offender Database; and
- accompany each completed LE220E or LE220F consent form.

*This request must be on file for each request for a VS check and be available for audit purposes.*

**TO BE COMPLETED BY REQUESTING ORGANIZATION:**

Reason for Request:  Employment  Volunteer

Name of Organization:

Name of Contact at Organization

Telephone # (\_\_\_\_) \_\_\_\_\_ -

Name of Applicant

Position Being Applied For

**Which Vulnerable Sector Will the Applicant Be Working:**

Children, under the age of 18

Elderly, in a position of dependence or at greater risk of being harmed by persons in a position of authority or trust

Disabled, in a position of dependence or at greater risk of being harmed by persons in a position of authority or trust

Other circumstances. List person(s) in a position of dependence, or at greater risk of being harmed by persons in a position of authority or trust

**Contact with the Ontario Provincial Police (OPP) under the Mental Health Act**

The OPP data banks include information on a person's contact with the OPP under the *Mental Health Act*. This information is not disclosed by the OPP as part of a reference check unless the organization requesting the reference check certifies that the information is required to complete an evaluation of applicant suitability. The following section must be completed by an authority of the requesting organization.

I, \_\_\_\_\_  
(Print name of representative authorized to bind requesting organization),

**CERTIFY THAT** \_\_\_\_\_ (Print organization name):

- requires** the OPP include information about the applicant's contact with the OPP under the *Mental Health Act*, if any, in the reference check. The result will be provided to the applicant. I certify that the disclosure of information is required as it relates to a *bona fide* occupational/volunteer requirement and is required to assess the applicant's suitability for the position. The applicant is aware that responsibilities of the position relate to the request for *Mental Health Act* apprehension information.

OR

- does NOT require** that the OPP include information, if any is available, regarding contact with the applicant under the *Mental Health Act* in the reference check.

**AND** (applicable if requesting organization is sending in the documents to an OPP Detachment):

I have viewed two valid pieces of government issued identification (photocopies attached) in the name of the applicant, one of which is valid photo ID, other than a health card or SIN card (example, driver's licence or passport) to confirm the identity of the applicant. (NOTE: Not applicable if applicant attends an OPP Detachment to initiate this check as OPP detachment will verify identity.)

**SIGNATURE OF REPRESENTATIVE OF ORGANIZATION REQUESTING CHECK:**

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**TO BE COMPLETED BY APPLICANT:**

Name of Applicant: \_\_\_\_\_

I hereby declare that the information submitted *on this form* is true and complete. I understand that making a false statement may disqualify me from obtaining a Vulnerable Sector Screening Check clearance, and may subject me to criminal charges or other legal liability.

**I HEREBY AUTHORIZE, AND CONSENT TO, FULL DISCLOSURE OF THE FOLLOWING INFORMATION AND RECORDS BY THE ONTARIO PROVINCIAL POLICE, AND BY ANY OTHER POLICE AGENCY IN CANADA TO WHICH A COPY OF THIS FORM IS PROVIDED:**

- Criminal record (including youth records that are disclosable, pursuant to the *Youth Criminal Justice Act*);
- Pardoned sexual offences (see "Consent to Pardoned Sexual Offence Check", below);
- Findings of not guilty by reason of mental disorder;
- Probation, prohibition and other judicial orders, which are in effect;
- Details of incidents that may assist an agency in making an informed decision, including investigations where either no charges were laid or there was no finding of guilt; and/or
- Contacts with the police under the *Mental Health Act* (if requested).

**CONSENT FOR A CRIMINAL RECORD CHECK FOR A SEXUAL OFFENCE FOR WHICH A PARDON HAS BEEN GRANTED OR ISSUED.** (Not applicable for persons under 18 years of age)

I consent to the OPP searching the automated criminal conviction records retrieval system, maintained by the Royal Canadian Mounted Police (RCMP) to determine whether I have been convicted of a sexual offence listed in the Schedule to the *Criminal Records Act*, for which a pardon has been granted/issued. I understand that, if a check indicates a possible match between me and a person with a criminal conviction or pardoned sexual offence of a similar name and date of birth, the OPP must verify the match to either confirm or exclude me, and will ask me to attend for fingerprinting. **If I choose not to provide fingerprints, the OPP will not issue a Vulnerable Sector Screening Check response letter and will notify the requesting organization that I have withdrawn from the process.**

I also understand that if I do provide fingerprints and my fingerprints match those of the pardoned sexual offender, then in accordance with the *Criminal Records Act*,

- i) The OPP will request the Commissioner of the RCMP to provide the record to the Minister of Public Safety;
- ii) The Minister may disclose all or part of the information contained in the record to the OPP; and if so,
- iii) The OPP is required to disclose the information to the person or organization requiring this Vulnerable Sector Screening Check.

I understand that I have the right to refuse consent for a Vulnerable Sector Screening Check. I consent to the OPP conducting a check, collecting, and disclosing my personal information for the purpose of a Vulnerable Sector Screening Check.

**Applicant's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_ LE220VS April 2010



## DISTRICT SCHOOL BOARD ONTARIO NORTH EAST

**INTERIM OFFENCE DECLARATION FOR SERVICE PROVIDERS/STUDENTS/  
 NEW HIRES/VOLUNTEERS for District School Board Ontario North East  
 For interim during waiting/processing period of employee Vulnerable Sector Screen from O.P.P.**

<b>LAST NAME:</b>	<b>FIRST NAME (S)</b>
<b>DATE OF BIRTH (YYYY/MM/DD):</b>	<b>GENDER:</b> MALE <input type="checkbox"/> FEMALE <input type="checkbox"/>
<b>HOME ADDRESS:</b>	
<b>REASON FOR OFFENCE DECLARATION: (e.g. SCHOOL PLACEMENT, VOLUNTEER etc.)</b>	

- I have NO convictions under the *Criminal Code of Canada* up to and including the date of this declaration for which a pardon has not been issued or granted under the *Criminal Records Act*. I have NO charges that are ongoing or have been withdrawn. I have NOT been convicted or been granted a pardon for any of the sexual offences that are listed in the schedule to the *Criminal Records Act* and to my knowledge I have never been nor am I currently being investigated for any of the sexual offences that are listed in the schedule to the *Criminal Records Act*. (If you have checked this box, please date and sign this form and return it to Human Resources); **OR**
- I have the following convictions for offences under the *Criminal Code of Canada* for which a pardon under the *Criminal Records Act* has **not** been issued or granted **OR** I have the following charges that are ongoing or have been withdrawn **OR** I have been convicted or been granted a pardon for the following sexual offences that are listed in the schedule to the *Criminal Records Act* **OR** I am aware that I am currently being investigated for the following sexual offences that are listed in the schedule to the *Criminal Records Act*. (If you have ever been charged or convicted of any criminal offence(s) for which you have not been pardoned or if you have been granted a pardon for any of the sexual offences that are listed in the *Criminal Records Act* you must provide ALL details below).

1.    Date of Offence: (YYYY/MM/DD) \_\_\_\_\_  
       Charge/Offence: \_\_\_\_\_  
       Location: \_\_\_\_\_  
       Penalty/Conviction: \_\_\_\_\_

*(Use additional pages if necessary)*

Personal information on this form is collected pursuant to: (i) the *Freedom of Information and Protection of Privacy Act*, or the *Municipal Freedom of Information and Protection of Privacy Act*; and (ii) the *Personal Information Protection and Electronic Documents Act*, if applicable, for the pursuit of providing services to or for placement with District School Board Ontario North East.

I understand that failing to provide information or omission of facts may disqualify me from consideration for providing services to or placement with District School Board Ontario North East in. I acknowledge that as soon as I am able I will provide the school board with either a valid Vulnerable Sector Police Record Check or proof that I hold a current valid OESC ID Card.

DATED at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 2\_\_\_\_\_.

Signature: \_\_\_\_\_

Full Name: \_\_\_\_\_

**Organization Letter to Ontario Provincial Police  
Request for Vulnerable Sector Screening**

**THIS FORM MUST:**

- originate from the organization requesting a check of the Pardoned Sexual Offender Database;
- accompany each completed Request to Consent of Personal Information LE220E or LE220F; and
- be kept on file (originals by the OPP) for each request for a Vulnerable Sector check and be available for audit purposes for at least two years plus current.

**TO BE COMPLETED BY REQUESTING ORGANIZATION:**

Reason for Request:                       Employment                                       Volunteer

Name of Organization:                                DSB Ontario North East          

Name of Contact at Organization

Telephone #

Name of Applicant

Position Being Applied For

**IN WHICH VULNERABLE SECTOR(S) WILL THE APPLICANT BE WORKING?**

According to the Criminal Records Act, Section 6.3, "vulnerable persons" means persons who, because of their age, a disability or other circumstances, whether temporary or permanent,

- a) are in a position of dependence on others; or
- b) are otherwise at a greater risk than the general population of being harmed by persons in a position of authority or trust relative to them.

Children, under the age of 18                                       Elderly                                       Disabled

Other circumstances. Please specify the circumstances that require a Vulnerable Sector Check.

**CONTACT WITH THE ONTARIO PROVINCIAL POLICE (OPP) UNDER THE MENTAL HEALTH ACT**

The following section must be completed by an individual with the authority of the requesting organization.

I, \_\_\_\_\_  
(Print name of representative authorized to bind requesting organization),

**CERTIFY THAT**           District School Board Ontario North East           (Print organization name):

**requires** the OPP include information about the applicant's contact with the OPP under the *Mental Health Act*, if any, in the Vulnerable Sector Check check. The result will be provided to the applicant. I certify that the disclosure of information is required as it relates to a bona fide occupational/volunteer requirement and is required to assess the applicant's suitability for the position. The applicant is aware that responsibilities of the position relate to the request for *Mental Health Act* apprehension information.

**OR**

**does NOT require** that the OPP include information, if any is available, regarding contact with the applicant under the *Mental Health Act* in the reference check.

## VERIFICATION OF PERSONAL IDENTIFICATION

- Applicant is attending an OPP Detachment to have their identification verified, OR
- I have viewed two valid pieces of government issued identification (photocopies attached) in the name of the applicant, one of which is valid photo ID, other than a health card or SIN card (example, driver's licence or passport) to confirm the identity of the applicant. **(NOTE: This does not apply if applicant attends an OPP Detachment to initiate this check as OPP detachment will verify identity.)**

### SIGNATURE OF REPRESENTATIVE OF ORGANIZATION REQUESTING CHECK:

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

### TO BE COMPLETED BY APPLICANT:

Name of Applicant: \_\_\_\_\_

I hereby declare that the information submitted on this form is true and complete. I understand that making a false statement may disqualify me from obtaining a Vulnerable Sector Check clearance, and may subject me to criminal charges or other legal liability.

### I HEREBY AUTHORIZE, AND CONSENT TO, FULL DISCLOSURE OF THE FOLLOWING INFORMATION AND RECORDS BY THE OPP, AND BY ANY OTHER POLICE AGENCY IN CANADA TO WHICH A COPY OF THIS FORM IS PROVIDED:

- Criminal record (including youth records that are disclosable, pursuant to the *Youth Criminal Justice Act*);
- Pardoned sexual offences (see "Consent to Pardoned Sexual Offence Check", below);
- Findings of not guilty by reason of mental disorder;
- Probation, prohibition and other judicial orders, which are in effect;
- Details of incidents that may assist an agency in making an informed decision, including investigations where either no charges were laid or there was no finding of guilt; and/or
- Contacts with the police under the *Mental Health Act* (if requested).

**CONSENT FOR A CRIMINAL RECORD CHECK FOR A SEXUAL OFFENCE FOR WHICH A PARDON HAS BEEN GRANTED OR ISSUED.** *(Not applicable for persons under 18 years of age)*

I consent to the OPP searching the automated criminal conviction records retrieval system, maintained by the Royal Canadian Mounted Police (RCMP) to determine whether I have been convicted of a sexual offence listed in the Schedule to the *Criminal Records Act*, for which a pardon has been granted/issued. I understand that, if a check indicates a possible match between me and a person with a criminal conviction or pardoned sexual offence of a similar name and date of birth, the OPP must verify the match to either confirm or exclude me, and will ask me to attend for fingerprinting. **If I choose not to provide fingerprints, the OPP will not issue a Vulnerable Sector Check Certificate and will notify the requesting organization that I have withdrawn from the process.**

I also understand that if I do provide fingerprints and my fingerprints match those of the pardoned sexual offender, then in accordance with the *Criminal Records Act*,

- i) The OPP will request the Commissioner of the RCMP to provide the record to the Minister of Public Safety;
- ii) The Minister may disclose all or part of the information contained in the record to the OPP

I understand that I have the right to refuse consent for a Vulnerable Sector Screening Check.

I consent to the OPP conducting a check, collecting, and disclosing my personal information for the purpose of a Vulnerable Sector Check.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## TIMMINS POLICE SERVICE

### CONSENT TO DISCLOSURE OF PERSONAL INFORMATION

Please print

SURNAME (LAST NAME)						GIVEN NAMES		MIDDLE NAME
MAIDEN NAME OR OTHER SURNAME IF APPLICABLE						PLACE OF BIRTH		
D O B	DD	MM	YEAR	SEX	AREA	TELEPHONE	DRIVER'S LICENCE NUMBER	
NUMBER	STREET		APT/UNIT		MUNICIPALITY		POSTAL CODE	

PROVIDE PREVIOUS ADDRESS IF YOU DID NOT RESIDE AT THE ABOVE ADDRESS FOR MORE THAN 5 YEARS

NUMBER	STREET	APT/UNIT	MUNICIPALITY	POSTAL CODE
1.				
2.				

**REASON FOR REQUEST:    EMPLOYMENT / VOLUNTEER / CO-OP / SCHOOL COMMUNITY HOURS**

**OTHER** \_\_\_\_\_

**ORGANIZATION APPLYING TO:** \_\_\_\_\_ / \_\_\_\_\_  
(AUTHORIZED SIGNATURE FROM SCHOOL/ AGENCY)

NOTE: INFORMATION IS COLLECTED AND DISCLOSED ACCORDING TO SECTION 29(1) OF THE MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT.

WAIVER AND RELEASE

I HEREBY REQUEST THAT THE TIMMINS POLICE SERVICE SEARCH THEIR INTERNAL RECORDS AND RECORDS AVAILABLE THROUGH THE CANADIAN POLICE INFORMATION CENTRE (CPIC) AND PROVIDE ME WITH A SUMMARY OF CONVICTIONS, DISCHARGES, OUTSTANDING CHARGES AND COURT ORDERS.

IN CONSIDERATION OF THE COMPLIANCE OF THE FOREGOING AUTHORIZATION, I HEREBY RELEASE, WAIVE AND FOREVER DISCHARGE THE TIMMINS POLICE SERVICE, IT'S EMPLOYEES AND AGENTS, AND OTHER POLICE AUTHORITIES FROM ALL CLAIMS, DEMANDS, DAMAGES, COSTS, EXPENSES, ACTION, CAUSES OF ACTION, WHETHER IN LAW OR EQUITY, IN RESPECT OF DEATH, INJURY, LOSS OR DAMAGE TO MY PERSON OR PROPERTY HOWSOEVER CAUSED, RESULTING OR ALLEGED TO RESULT FROM MY COMPLIANCE WITH THE FOREGOING AUTHORIZATION AND I DO FURTHER WAIVE ANY AND ALL RIGHTS I MAY NOW OR HEREAFTER HAVE WITH RESPECT TO THE RELEASE OF SUCH RECORDS AS SET OUT HERETOFORE.



SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

I.D. VERIFIED  
BY: \_\_\_\_\_

SCREENING FOR VULNERABLE POSITION

IF YOU ARE APPLYING FOR A POSITION WHERE YOU WILL HAVE DIRECT CONTACT WITH VULNERABLE PERSONS (I.E. CHILDREN, ELDERLY AND/OR DISADVANTAGED) AS DEFINED AS: A PERSON WHO, BECAUSE OF THEIR AGE, A DISABILITY OR OTHER CIRCUMSTANCES WHETHER TEMPORARY OR PERMANENT, (A) ARE IN A POSITION OF DEPENDANCE ON OTHERS, (B) ARE OTHERWISE AT A GREATER RISK THAT THE GENERAL POPULATION OF BEING HARMED BY PERSONS IN A POSITION OF AUTHORITY OR TRUST RELATIVE TO THEM.

THIS FURTHER CONSENT MAY BE REQUIRED

I FURTHER CONSENT TO A SEARCH BEING MADE IN THE AUTOMATED CRIMINAL RECORDS RETRIEVAL SYSTEM MAINTAINED BY THE ROYAL CANADIAN MOUNTED POLICE TO FIND OUT IF I HAVE BEEN CONVICTED OF, AND BEEN GRANTED A PARDON FOR ANY OF THE SEXUAL OFFENCES THAT ARE LISTED IN THE SCHEDULE TO THE CRIMINAL RECORDS ACT,

I UNDERSTAND THAT, AS A RESULT OF GIVING THIS CONSENT, IF I AM SUSPECTED OF BEING THE PERSON NAMED IN A CRIMINAL RECORD FOR ONE OF THE SEXUAL OFFENCES LISTED IN THE SCHEDULE TO THE CRIMINAL RECORDS ACT IN RESPECT OF WHICH A PARDON WAS GRANTED OR ISSUED, THAT RECORD MAY BE PROVIDED BY THE COMMISSIONER OF THE ROYAL CANADIAN MOUNTED POLICE TO THE SOLICITOR GENERAL OF CANADA, WHO MAY THEN DISCLOSE ALL OR PART OF THE INFORMATION CONTAINED IN THE RECORD TO A POLICE SERVICE OR OTHER AUTHORIZED BODY. THAT POLICE SERVICE OR AUTHORIZED BODY WILL THEN DISCLOSE THAT INFORMATION TO ME.

SIGNATURE \_\_\_\_\_ OF \_\_\_\_\_ APPLICANT:  
DATE: \_\_\_\_\_

POLICE USE ONLY

APPENDIX B

EMERGENCY PROVISIONS – CRIMINAL BACKGROUND CHECK

LETTER OF AGREEMENT

BETWEEN

*(Insert person's name)*

*(the employee)*

and

THE DISTRICT SCHOOL BOARD ONTARIO NORTH EAST

*(the Board)*

**WHEREAS** the Board requires a Vulnerable Sector Screening check for new employees in accordance with the Education Act and Board Policy prior to the commencement of employment and;

**WHEREAS** the employee has completed an Offence Declaration prior to the commencement of employment;

The Parties hereby agree:

1. THAT *(insert person's name)* will obtain a Vulnerable Sector Screening check as a condition of employment on or before *(insert date)*. Failure to provide a criminal background check on the said date will revoke the Board's offer of employment and the Board will dismiss the employee should the Offence Declaration provided by the employee prove to be false or misleading in any respect.
2. This agreement is made this xx day of xxx of 200 at \_\_\_\_\_, Ontario.

\_\_\_\_\_  
For the Board

\_\_\_\_\_  
*(insert person's name)*