



PROCEDURE

HR-016

POLICE RECORD CHECKS FOR EMPLOYEES	
Superintendent Responsible: Superintendent of Human Resources	Initial Effective Date: 2019/05/27
Last Updated: 2026/03/20	Next Review Date: 2030/03/20

Purpose:

To outline the Police Record Check process for employees.

Guiding Principles:

Grand Erie District School Board (Grand Erie) is committed to providing a secure learning and working environment for students and employees. In accordance with applicable legislation and regulations, Grand Erie requires Police Record Checks from new employees. New police record checks must be collected every five years and as soon as possible, any time an employee is charged with or convicted of a Criminal Code offence. .

Obtaining Police Record Checks is a precautionary measure designed to ascertain whether employee(s) have a criminal history which could potentially make them unsuitable for certain positions of trust. Such checks assist Grand Erie in attempting to ensure the safety and well-being of the students and employee(s).

1.0 Police Record Check Requirements

- 1.1 Grand Erie requires that all new employee(s) over the age of 18 submit to Human Resources, as a condition of employment, the original copy of a Police Record Check. For new employee(s) over the age of 25, the Police Record Check must include Vulnerable Sector Screening if the employee(s) will be in positions of authority and trust relative to students. Where new employee(s) are between the ages of 18 to 25 and/or are offered positions that do not meet these criteria, as determined by the Police Service, a Criminal Record and Judicial Matters Check (CRJMC) will be acceptable. The Police Check must be acceptable to Grand Erie.
- 1.2 If an employee(s) with a Police Record Check that does not include a Vulnerable Sector Screening later assumes a position with Grand Erie that is a position of authority and trust relative to students, that employee(s) shall obtain a Police Record Check that includes Vulnerable Sector Screening, that is acceptable to Grand Erie, and at their own cost, prior to being awarded the position.
- 1.3 All offers of employment with Grand Erie shall be conditional upon the applicant supplying the required Police Record Check. Grand Erie shall retain the original Police Record Check, or a true copy taken from the original by the Grand Erie-designated contact. Prospective employees will be given notice that such a check is required.
- 1.4 Individuals who have left the employ of Grand Erie and who return to employed status within one year may be exempt from this procedure. A former employee(s) who returns to the employment of Grand Erie after one year of broken service will be considered a new employee.
- 1.5 Unless approved by the Superintendent of Human Resources, or Designate, the employee(s) may not commence employment with Grand Erie until the Police Record Check is received by Human Resources and considered acceptable.

- 1.6 For existing employees, an updated Police Record Check is required every five years. The check will be collected by the last day of their birth month in the year that is five years after the year in which the most recent police check was collected. For employees with birth dates in July or August, an updated check is collected by June 30. Police Record Checks are valid within 6 months of the month of collection.

2.0 Adjudication

- 2.1 Subject to 3. below, the following offences, regardless of whether a pardon has been granted, are considered to compromise the safety and well-being of students, employee(s) and volunteers:
- Any sexual offence under the *Criminal Code*
 - Any violations under the *Controlled Drug and Substances Act*
 - Any criminal offence involving minors
 - Crimes of violence which include, but are not limited to threats, assaults, and use, possession or concealment of a weapon or imitation of a weapon
 - Propagation of hate literature or incitement to hatred
 - Possession, distribution, or sale of any pornographic or violent material
 - Other offences specifically related to the job
- 2.2 Human Resources will examine the Police Record Check. Where there is a concern, the information will be assessed by the Superintendent of Human Resources, or Designate. A meeting will be held with the prospective employee(s) and the Superintendent of Human Resource, or Designate, before a final recommendation for employment is made.
- 2.3 Where evidence is received of a criminal conviction or other relevant conviction, the Superintendent of Human Resources, or Designate, will consider the following factors in determining an appropriate course of action:
- The length of time since the offence(s)
 - Any involvement of children and/or sexual activity and/or violence and/or acts of dishonesty in the offence(s)
 - The employment history
 - The employee's attitude towards the offence(s)
 - Any treatment, counselling or other services received since the offence(s)
 - Other steps taken to rehabilitate
 - Any likelihood the offence(s) will be repeated
 - If alcohol, substance impairment or illegal drugs were a factor in the commission of the offence(s)
 - The degree of co-operation with Grand Erie's investigation
 - If the offence(s) is/are committed while employed by Grand Erie
 - If the employee(s) is a Teacher, the relevance of the offence(s) to teacher duties as set out in the *Education Act* and Regulations
 - Any other factors relevant to the situation
 - If the employee(s) is not a Teacher, the relevance of the offence(s) to employment duties
 - Whether the offence(s) requires any action pursuant to *The Student Protection Act* (including notification to the Ontario College of Teachers)
- The course of action may include disciplinary action up to and including dismissal, and/or withdrawal of offer, and shall follow other Grand Erie policies, collective agreements, and legislation.
- 2.4 If Grand Erie becomes aware of pending charges or convictions under the *Criminal Code* or a related federal statute for which a pardon has been granted, and if Grand Erie believes that the nature and circumstances of the pending charges or pardoned convictions pose a threat to students, employee(s) or

volunteers, Grand Erie may revoke the offer of employment to the candidate without liability.

3.0 Emergency Provision

3.1 Only in an exceptional case will a person be permitted to commence employment with Grand Erie before receipt of the Police Record Check. In such a case, the candidate will be required to provide a completed Offence Declaration which may, at Grand Erie's sole discretion, permit the candidate to commence employment prior to the submission of the Police Record Check. Before any such exception can be made, a binding agreement shall be entered into between the employee(s) and Grand Erie, ensuring that the Police Record Check will be provided without delay and in a timely manner. This agreement will preserve Grand Erie's power to revoke the employment offer and dismiss the employee(s), should the Offence Declaration provided by the employee prove false or misleading in any respect.

4.0 Cost/Storage

4.1 All costs related to the Police Record Check will be the prospective/current employee(s).
4.2 Police Record Checks shall be filed in a confidential, safe, and secure location in Human Resources.

5.0 Students Attending Faculties of Education and Colleges

5.1 While not employees of Grand Erie, students from Faculties of Education, Universities and Colleges who report for practicum placements in Grand Erie schools, must have a Police Record Check completed that, where possible, includes vulnerable sector screening.
5.2 Colleges and universities have informed their students of this requirement, and students should have obtained a Police Record Check before their placement commences. Administrator(s) shall check the students' Police Record Check on the first day of their assignment in their school. It must be the original copy, include the vulnerable sector screening if the student is over the age of 25, and has an issue date within one year. Administrator(s) are to make a photocopy of the original, date stamp it with the date it was viewed, record that the original copy was seen, initial it and file it in a confidential locked cabinet. The original copy of the Police Record Check is to be returned to the student.

6.0 Community College Employees Instructing Dual Credit Courses

6.1 While not Grand Erie employees, Community Colleges who co-instruct dual credit courses in Grand Erie schools must have a Police Record Check completed annually, including vulnerable sector screening. The original Police Check copy must be submitted to the College before their assignment begins. The College contact is responsible for adjudication and storage.

Definitions

Criminal Record and Judicial Matters Check (CRJMC): includes all information permitted to be disclosed in a basic criminal record check and includes additional information such as outstanding charges, warrants, certain judicial orders, and absolute conditional discharges.

Vulnerable Sector Check (VSC): contains the above information as well as the applicable findings of not criminally responsible on account of mental disorder, record suspensions related to sexually-based offences, and non-conviction charges-related information in certain circumstances and when a strict test is met. VSCs are used to determine suitability for positions of trust or authority over vulnerable persons.

References(s):

- [*Criminal Records Act*](#)
- [*Education Act, Ontario Regulation 521/01*](#)
- [*Police Record Checks Reform Act, 2015*](#)