



# Huron-Superior Catholic

## DISTRICT SCHOOL BOARD

### PROCEDURAL GUIDELINES CRIMINAL REFERENCE CHECK

All potential employees will be asked to submit a Vulnerable Sector Check completed within the previous six months by the local police force and/or OPP. The results of this criminal reference check must be made available to the Huron-Superior Catholic District School Board prior to the commencement of work. All volunteers must also provide a satisfactory Vulnerable Sector Check completed within the previous six months by the local police force and/or OPP prior to providing services to a school.

The Human Resources Department will examine all Vulnerable Sector Checks to identify any areas of concern. Persons with a criminal record who are otherwise suitable shall not be automatically disqualified. Any mitigating circumstances must be assessed before a final decision with respect to suitability is made. The following factors shall be considered, where applicable:

- a) The specific duties and responsibilities of the position in question and the relevance of the criminal charge(s)/conviction(s) to that position;
- b) The length of time since the conviction(s);
- c) Rehabilitative or other efforts undertaken;
- d) The risk posed to students, employees, and Board property and equipment.

Final decisions concerning suitability shall be made by the Director of Education or designate.

In addition to completing an initial Vulnerable Sector Check, each employee will be required annually to complete and submit an Offence Declaration in which the person attests that there have been no convictions since their last criminal reference check or they disclose any conviction(s) since their last criminal reference check. Completed Vulnerable Sector Checks and annual Offence Declarations for employees will be secured in the person's personnel file.

Where a person is a volunteer for more than one year, it is acceptable to have the person sign an Offence Declaration for a maximum of two (2) years following the submission of their Vulnerable Sector Check. Volunteers will be required to provide an updated Vulnerable Sector Check every three (3) years. Completed Vulnerable Sector Checks and Offence Declarations for volunteers will be secured at the school where the volunteer provides services.