



**PICKERING
CHRISTIAN**
SCHOOL

Mr. D. Park
Principal

Mrs. J. Grant
VP - Primary

Mr. N. Ogborne
VP - Intermediate

162 Rossland Rd. E.
Ajax, ON L1T 4V2

TEL: 905.427.3120
FAX: 905.427.0211

POLICE RECORD CHECKS POLICY

Preamble

Pickering Christian School (the "School") has a responsibility to provide a safe and secure learning environment for its students. As a Christian school in a position of trust with regard to its students, we must take steps to protect their physical, mental, and emotional well-being.

Accordingly, the School wishes to ensure that its teachers, staff, volunteers, and service providers, who have regular contact with students, have not been convicted of any criminal offences that raise any question as to the trust the School places in them and/or which would, if repeated, compromise the safety or well-being of those in the School community.

The requirement to obtain a police record check will provide an added level of comfort to the School community and is consistent with similar measures implemented in Ontario's publicly funded school boards and by the Ontario College of Teachers. In addition, this requirement will provide an added level of comfort for the School's employees so that they may be assured that the School seeks to ensure a safe and secure working environment.

Policy

1. Affected Individuals

- All prospective and current teachers, staff, volunteers, and service providers ("affected individuals") who have regular contact with students must provide the school with an original copy of a current Vulnerable Sector Check ("VSC") carried out on themselves by the Canadian Police Information Centre ("CPIC") or the local police authority. It should be noted that a VSC includes the same type of information that is disclosed in a criminal record and judicial matters check as well as applicable findings of not criminally responsible due to mental disorder, record suspensions (pardons) related to sexually-based offences, and in certain circumstances, non-conviction charge related information.
- All affected individuals are required to update their VSC every three years.
- All affected individuals are required to complete an Offence Declaration Form annually.
- Volunteers, staff, and service providers who do not regularly come into contact with students may, at the discretion of the School Administrator (usually the Principal or designate), be exempt from complying with the requirement to provide the School with the applicable police record check.

2. Documents

- The police record check documents shall be provided to the School Administrator within ten (10) days of receipt thereof by the affected individual.
- Notwithstanding the above bullet, these documents should be less than 1 year old for any prospective employee and should be submitted at the final interview session or on a date required by the School.
- Persons previously resident of a country other than Canada who provided a police clearance certificate and/or a certificate of non-criminal activity as part of their Canadian immigration or visa application must also provide the school with a copy of that document.
- All volunteers who come into regular contact with students of the School, attend field trips or who go on overnight trips with students must provide to the School an original



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copy of a current (less than one year old) VSC before commencing in-school activities. Such volunteer participation will not be considered in the absence of a current VSC.

- All Offence Declarations Forms must be submitted prior to commencing regular contact with students in the new school season.
- Submitting false information on the offence declaration will result in disciplinary action up to and including dismissal from employment with the School.
- Failure by an active individual to submit the documents may result in suspension without pay, or in the case of non-paid volunteers or positions suspension from helping until such time the documents are completed and submitted. In the case of employment, this may lead to termination/dismissal.

3. Compensation

- Any affected individual is required to pay any costs associated with obtaining the documents themselves.
- The School will reimburse the police fee of the VSC for existing employees. The School will not reimburse the fee for fingerprinting or any other police record check related expense.
- The School will not reimburse the police fee of the VSC for volunteer, although most jurisdictions do offer a reduced price for volunteer roles/submissions. (See Appendix A for Volunteer Letter) The School will not reimburse the fee for fingerprinting or any other police record check related expense.

4. Records

- A copy of the results of the VSC must be submitted to the school administration as nothing is directed to the school from the Regional Police Services. Submitted results will be kept in a locked file by the School Administrator.
- In the case of an employee, a copy will not be retained in an employee's personnel file.
- The information about the result of the VSC that will be retained in a new employee's personnel file will be restricted to whether the employee's application for employment was approved, approved with conditions due to the results of the VSC, or declined.
- The only reference in the personnel file of an existing employee will be whether, as a result of the check, the employee's continued employment was approved, approved with conditions, or terminated.
- A list of current status of teachers, staff, and volunteers or service providers will be maintained and accessible by the Administration of the school.

5. Results

- The results of an affected individual's VSC may affect or impact upon employment-related decisions made by the School, up to and including possible termination of employment.
- With respect to prospective employees, results may prompt the School to stop considering an application for employment.
- With respect to volunteers, the results may lead to discontinuing an existing volunteer's participation in the School and to stop considering an application for volunteer participation.
- In considering the results of a VSC, the overriding concern will be the School's determination of whether, based on the results, the affected individual poses an unacceptable risk to the safety or security of the school's students. Accordingly, the School will not employ an individual or utilize as a volunteer any person who has been convicted of certain offences, including but not limited to:



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- (a) any *Criminal Code* offence committed against a child under 16 years of age;
- (b) any sexual offence under the *Criminal Code*, including any offence under the *Criminal Code* involving sexual conduct and minors;
- (c) any offence involving or related to trafficking in, or importing for the purpose of trafficking, a narcotic under the *Narcotic Control Act* or a controlled or restricted drug under the *Food and Drug Act*; and
- (d) any offence that, in the opinion of the School, indicates that students may be at risk of harm or injury.

- Depending upon the circumstances, the existence of a conviction(s) for other offence(s) may have the same result.
- However, subject to the above, the mere existence of a conviction for another offence on an individual's record will not necessarily result in the determination that the individual in question cannot be an employee of, or volunteer for, the School. Each situation will be evaluated on its individual merits, and the School Administrator will consider all relevant factors, including but not limited to the following:
 - (a) the full circumstances of the offence(s), including disposition, penalty, and impact on any victims;
 - (b) the number of offence(s);
 - (c) the breadth of the individual's criminal record;
 - (d) the age at which the offence(s) was committed;
 - (e) whether any pattern of behaviour is revealed by the offence record (and the length of time between convictions);
 - (f) the seriousness of the convictions;
 - (g) whether the offence(s) involved children, sexual activity, violence, and/or acts of dishonesty;
 - (h) the length of time since the last conviction;
 - (i) any rehabilitative efforts taken, including treatment, counselling, or other services received;
 - (j) the likelihood the offence(s) will be repeated;
 - (k) any other indications that the presence of the employee/volunteer in a school setting could pose a risk of safety or harm to the well-being of students or staff, and
 - (l) any other information that may be relevant.
- The School Administrator and the School's legal counsel may review the results of the Police Record Check in considering the appropriate employment-related action, if any, to take. Any such action will generally occur within 60 days of the School's receipt of the records, subject to extenuating circumstances.
- If there are inaccuracies in the document, the affected individual may ask the police detachment issuing the document to reconsider.
- The affected individual may appeal any employment-related decision made relative to this policy through the School's dispute policies.
- The School may also consider whether, in its estimation, a prospective or current teacher can act as the necessary role model for the school's students in the face of their past *Criminal Code* conviction(s).

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6. Administration

- The School guarantees that any information associated with the police record check will only be used for the purposes defined above and that the information will not be disseminated to any other person or agency without the written consent to the School by the affected individual.
- The School Administrator, normally the Principal, is authorized to manage this policy, its procedures and forms, and to update the procedures and form as necessary.

Process & Procedures

1. All affected individuals and prospective employees will receive this policy, its procedures, and forms.
2. The School Administrator will establish and communicate deadlines for compliance. It is the preferred practice that new VSC's or Offence Declaration Forms be received prior to September 30th of the school year in question.
3. The affected individual is instructed to go online to their regional police detachment that should be conducting the search (ex. Durham Region, Toronto, etc), to fill in the forms and prepare to submit the appropriate documentation. Only Regional Police services are able to complete Vulnerable Sector Check reports. Results will be mailed directly to the individual within 3-4 weeks, on average. (See Appendix A for Volunteer Request Letter that can be used for your submission as a volunteer.)
4. Once the VSC has been received the affected individual must complete an affirmation form giving the School Administrator permission to retain a copy of the police record check as well as a physical copy of the VSC report. (See Appendix B)
5. After the initial submission of the VSC and Affirmation form, the affected individual must complete an Offence Declaration Form for any subsequent 2 years after initial VSC has been submitted and approved, and submit it to the School Administrator annually. (See Appendix C)

This *Police Records Check Policy* approved by the Principal of Pickering Christian School, September 15, 2022

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APPENDIX A

Criminal Record Check/Vulnerable Sector Check Volunteer Request Letter – Pickering Christian School

VOLUNTEER LETTER

Date: _____

To Whom It May Concern:

Individual Name: _____

This letter is to confirm that the above-mentioned person is wishing to volunteer their services with Pickering Christian School. As per our policy, it is a requirement that all persons working/volunteering with students within our school must have a Vulnerable Sector Check (VSC) completed.

Sincerely,

David Park
Principal

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Principal

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APPENDIX B

Criminal Record Check/Vulnerable Sector Check Affirmation Form

By signing below, I affirm the following:

- I have been given a copy of the *Police Record Checks Policy*, procedures and forms and agree to abide by its terms.
- I have shown an original copy of the required documents to the Principal or designate (Administrator).
- I understand the Administrator will file a photocopy of the original document(s).
- I acknowledge **Pickering Christian School** will not release the information to any third party without my written consent.

Name: (please print): _____

Signature: _____ Date: _____

Signature of Administrator: _____

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APPENDIX C

Criminal Record Check/Vulnerable Sector Check Offence Declaration Form

I, _____, declare that since the last Vulnerable Sector Check (dated: _____) collected by the Principal or designate (Administrator), or since the last Offence Declaration Form (dated: _____) submitted to **Pickering Christian School**:

- I have **NOT** been convicted of any criminal offences under the Criminal Code of Canada.
- I have been convicted of the following criminal offences under the Criminal Code of Canada for which a pardon under Section 4.1 of the Criminal Code of Canada Recorders Act of Canada has **NOT** been issued or granted to me:

List of Offences:

1. Date: _____
Location: _____

Description of conviction (continue on the back if necessary):

2. Date: _____ Location: _____

Description of conviction (continue on the back if necessary):

Your signature also affirms that you understand the Administrator will file a copy of this document and the information will not be released to any third party without your written consent.

Dated at _____ this _____ day of _____, _____.

Employee/Volunteer Signature: _____

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