

<b>Criminal Reference Check – Applicants for Employment</b>	
<b>Adopted:</b> March 17, 1998	<b>Last Reviewed/Revised:</b> December 19, 2023
<b>Next Scheduled Review:</b> 2026-2027	
<b>Associated Policies &amp; Procedures:</b> <a href="#">VI-36 Police Record Check Goods and Services Providers</a>	

## Purpose

To protect students within the jurisdiction of the Halton Catholic District School Board (HCDSB) by taking reasonable precautions to screen out applicants and prospective employees who might pose a danger to students, staff and visitors as per Regulation 521/01 of the Education Act.

## Application and Scope

This policy applies to all applicants for employment with the HCDSB.

## References

[Ontario Human Rights Code](#)

[Regulation 521/01 – Education Act](#)

## Principles

- HCDSB has an obligation to its students to take all reasonable steps to ensure that employees who are either entrusted with their care or have access to students in any way by virtue of their employment, constitute excellent role models and will not pose a risk of danger to students.
- HCDSB also has an obligation to ensure, to the extent reasonably possible, that persons hired by the HCDSB can be entrusted with the duties and responsibilities, which they are given.

## Requirements

- All applicants for employment with the HCDSB will be advised on the application form that it will be a condition of any offer of employment that the applicant provide a criminal record check, with Vulnerable Sector Check (dated within the last six (6) months) outlining the details of any conviction(s) for offence(s) under any federal statute (including the Criminal Code of Canada and the Narcotics Control Act) for which a pardon has not been granted or revoked.
- Applicants will be advised that the information provided in respect of their criminal record, or absence thereof, is subject to verification.
- All offers of employment with the HCDSB shall be conditional upon the applicant supplying verification of the information provided in respect of their criminal record, or absence thereof, from the Royal Canadian Mounted Police and/or any other relevant police agency.
- All applicants who receive offers of employment with the HCDSB will be advised of the existence of this policy and of the procedures for obtaining the verification of their criminal record, or absence thereof.
- HCDSB shall provide, if required, to such applicants a letter addressed to the Royal Canadian Mounted Police and/or any other relevant police agency indicating that a verification of the individual's criminal record is being made at the request of the HCDSB as a condition of hiring.
- Upon receipt of their verification of criminal record, or absence thereof, the applicant will provide the original document issued by the Royal Canadian Mounted Police and/or any other relevant police agency to the HCDSB's Human Resources Services. A true copy/original of the document will be retained in each respective applicant's personnel file.
- If, contrary to information provided by the applicant on their application form, the applicant:
  - has outstanding charges or prior convictions for which a pardon has not been granted or revoked, which indicate that the applicants could pose a threat to students;
  - has made a false declaration in their application;
  - declines to provide a verification of criminal record as required by HCDSB policy;

the Superintendent, Human Resources Services is authorized to withdraw HCDSB's offer of employment, or, if the applicant has commenced working, to initiate the dismissal of the employee for cause.

- Normally, persons shall not commence employment with the HCDSB until a current verification of their criminal record, obtained from the Royal Canadian Mounted Police, and/or any other relevant police agency, has been supplied.
- Only in an exceptional case will a person be permitted to commence employment with the HCDSB before the HCDSB has received the verification. Before any such exception is made, a binding agreement shall be entered into between the employee, or any authorized

representative of the employee, and the Superintendent, Human Resources Services on behalf of the HCDSB, ensuring that the verification be provided without delay. This agreement will preserve HCDSB's power to revoke the offer of employment, and dismiss the employee, should the information provided by the employee prove to be false or misleading in any respect.

- The Director of Education shall ensure that administrative procedures to implement this policy are established.
- The Superintendent, Human Resources Services shall be responsible for implementing and monitoring this policy and its attendant administrative procedure.

APPROVED: Regular Meeting of the Board

AUTHORIZED BY: \_\_\_\_\_  
*Chair of the Board*