



Northeastern Catholic District School Board

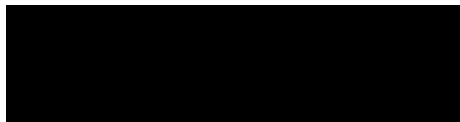
CRIMINAL BACKGROUND CHECKS AND OFFENCE DECLARATION

Administrative Procedure Number APP00

Vulnerable Sector Screening

A document concerning an individual that:

- a) Is prepared by a police force or service from national data on the Canadian Police Information Centre (CPIC) database and from local police service records, within six months before the day the Board collects the document; and
- b) Contains information concerning the individual's personal criminal history; and



383 Birch Street North, Timmins ON P4N 6E8

[T] 705268-

- 2.2 The central board office staff noted above will confirm the collection of this information with Principals of schools impacted by such service providers.
- 2.3 Copies of the criminal background checks will be filed in a secure location in the Human Resources Department.
- 2.4 Where a criminal background check or an offence declaration results in a finding of an offence, the Superintendent of Education and/or Manager noted above will consult with the Manager of Human Resources to ensure consistency in interpretation and application.
- 2.5 The Managers responsible for new Requests for Proposal/Tender/Quotation will include language that addresses the need to submit criminal background checks and/or vulnerable sector checks as required, prior to the commencement of work or service, should the provider be selected.
- 2.6 For the purpose of the Request for Proposal/Tender/Quotation, the NCDSB shall determine in its sole and unfettered discretion whether an individual or employee of the successful Bidder may come into contact with pupils on a regular basis.
- 2.7 The successful Bidder further acknowledges and agrees that the contract between the Board and the successful Bidder shall include provisions allowing the Board to terminate the agreement in the event the successful Bidder fails to provide the Board with a Criminal Background Check for every individual or employee who may come into direct contact with students on a regular basis at a school site of the Board, prior to the occurrence of such possible direct contact.

3.0 VOLUNTEERS IN SCHOOLS

- 3.1 All volunteers who come in direct contact with students on a regular basis are expected to provide a

- iv) Students attending university or college programs which require practicum or cooperative placements in schools
- v) Parish Priests and other parish personnel.

