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| Procedure Title | Criminal Background Check - Service Providers | | |
| Date of Issue | June 15, 2004 | Related Policy | BP 7380-D |
| Revision Dates | November 2, 2011; September 5, 2012; February 27, 2013; December 11, 2013; November 8, 2017; December 21, 2022 | Related Forms | AF 7383; AF 7384 |
| Review Date | | Originator | Administrative Council |
| References | | | |
| Criminal Records Act; Education Act; Ontario Regulation 521/01 "Collection of Personal Information"; BP/AP 2355-D "Third Party Protocol for Community Service Providers in Schools" | | | |

1.0 RATIONALE

- 1.1 In accordance with Regulation 521/01, Bluewater District School Board will not contract with an individual who has direct and regular contact with students who has a criminal record which is judged to potentially place a student or students at risk. Bluewater District School Board will endeavour to protect students, employees, and property by providing a safe and secure learning environment.

2.0 DEFINITIONS

- 2.1 Criminal Background Check means a document concerning an individual:

- i) that was prepared by a police force or service from national data on the Canadian Police Information Centre (CPIC) database within six (6) months prior to the individual commencing work for the board.; and
- ii) that contains information concerning the individual's criminal record including *Criminal Code* Canada convictions, pardoned sexual offences, records of convictions under the *Controlled Drugs and Substances Act*, *Narcotic Control Act* and *Food and Drugs Act* and all outstanding warrants and charges.

Searches completed by any private company or organization, other than a police service, will not be accepted.

- 2.2 **Service Provider** means an individual who is not an employee of the board and who comes into direct contact with pupils on a regular basis at a school site of the board in the normal course of:

- i) providing goods or services under contract with the board,
- ii) carrying out their employment functions as an employee of a person who provides goods or services under contract with the board, or
- iii) providing services to a person who provides goods or services under contract with the Minister of Education.

BP/AP 2355-D "Third Party Protocol for Community Service Providers in Schools" provides information regarding the role of service providers for the support of student learning needs.

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| 3.0 | PROCEDURE |
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3.1 CRIMINAL BACKGROUND CHECKS AND ANNUAL OFFENCE DECLARATIONS FOR SERVICE PROVIDERS

All current service providers of Bluewater District School Board will provide a criminal background check, and a vulnerable sector screening check, at their own expense, prior to commencing employment.

Criminal background checks and/or offence declaration forms (AF 7384) shall be collected by the principal, manager, or supervisor, as applicable, who will document and forward the original to Human Resources Services.

3.2 LIST OF SERVICE PROVIDERS

Only those service providers that come into direct and regular contact with students will be required to obtain a criminal background check. The following is a list of types of service providers (but not limited to), which may be updated as required:

- i) public health departments
- ii) instructional service providers (e.g., psychologists, social workers, private music instructors)
- iii) externally hired maintenance/repair companies
- iv) Lions Club, or local organizations, as applicable

3.3 CONSEQUENCES OF NON-COMPLIANCE

- i) A service provider who fails to comply with the criminal background check requirements of the board will have their contract suspended by the board, pending compliance.
- ii) A service provider who fails to comply with the requirements of the board regarding offence declarations will have their contract suspended, pending compliance.