



# Northeastern Catholic District School Board

## POLICE RECORD CHECKS AND OFFENCE DECLARATIONS

**Policy Number: P-5**

**Authority: 03-213/04-196/15-28/18-90/21-49/24-77/26-20**

### POLICY STATEMENT

---

The Northeastern Catholic District School Board (NCDSB) is committed to nurturing a safe, secure, and caring learning and working environment that reflects its Catholic identity and meets its legislative obligations.

In recognition of the trust placed in those who work with or around students, the NCDSB requires appropriate criminal background screening and ongoing disclosure to protect the dignity, safety, and well-being of all students.

### REFERENCES

---

Ontario Regulation 521/01 Collection of Personal Information

*Police Record Checks Reform Act, 2015*

*Supporting Students and Children Act, 2025*

NCDSB Policy

P-9 Recruitment and Selection

P-24 Personal Information Management

E-31 Volunteers in Schools

NCDSB Administrative Procedure

APP005 Police Record Checks and Offence Declarations

### DEFINITIONS

---

#### **Criminal Background Check**

A screening conducted through a police service or authorized third-party provider, which may include a Criminal Record and Judicial Matters Check and, where required, a Vulnerable Sector Check, in accordance with applicable legislation.

#### **Criminal Record and Judicial Matters Check (CRJMC)**

A criminal background check that includes information permitted under the *Police Record Checks Reform Act, 2015* including criminal convictions, outstanding charges, warrants, and certain judicial orders and discharges.

#### **Offence Declaration**

A written, signed declaration in which an individual discloses any convictions, outstanding charges, warrants, or judicial matters that have occurred since their most recent criminal background check or previous offence declaration.

## **Vulnerable Person**

Someone who because of their age, disability, or other circumstance, is in a position of dependency on others or is otherwise at a greater risk than the general population of being harmed by a person in a position of trust or authority towards them.

## **Vulnerable Sector Check (VSC)**

A criminal background check conducted in accordance with the *Police Record Checks Reform Act, 2015*, used to assess suitability for positions of trust or authority over vulnerable persons.

## **POLICY REGULATIONS**

---

- 1.0 Individuals who work with or around students hold positions of trust and are required to meet criminal background screening and disclosure requirements to protect student well-being.
- 2.0 This policy applies to all individuals who have direct and regular contact with students or who hold a position of trust or authority within the Board, regardless of their role or relationship to the Board. This includes but is not limited to staff, volunteers, students on placement, and service providers.
- 3.0 Compliance with this policy is a condition of engagement.
- 4.0 Individuals subject to this policy must provide an acceptable police record check appropriate to their role. Screening may include a Criminal Background and Judicial Matters Check or where appropriate, a Vulnerable Sector Check, as determined by the Board.
- 5.0 An acceptable police record check is required prior to the commencement of duties and must be renewed at least every five years, or more frequently where required.
- 6.0 Failure to maintain a current and acceptable check may result in removal from duties.
- 7.0 Following an initial police record check, individuals must complete an annual offence declaration and promptly disclose any new criminal charges, convictions, or judicial matters. This obligation applies continuously through the period of engagement.
- 8.0 Criminal background information is assessed on an individual basis with consideration given to relevance, seriousness, timing, and patterns of behaviour. The Board retains authority to determine suitability in the best interests of student safety.
- 9.0 Criminal background information shall be collected, used, stored, and disclosed in accordance with privacy legislation and NCDSB procedures. Access to such information is restricted to authorized personnel.
- 10.0 Unless otherwise determined, individuals are responsible for the cost of required checks.
- 11.0 Administrative procedures will be reviewed regularly to ensure compliance with current regulations and requirements.