

**AVON MAITLAND DISTRICT SCHOOL BOARD
ADMINISTRATIVE PROCEDURE
NO. 401**

SUBJECT: CRIMINAL BACKGROUND CHECKS AND VULNERABLE SECTOR SCREENING

Legal References: *Education Act: Section 170 (1) 12.1 Duties of Boards: Charges, Convictions; 171 Powers of Boards: Appoint Employees; Section 283 Chief Executive Officer: Maintain an Effective Organization; Ontario Regulation 521/01 Collection of Personal Information; Guideline - Ontario Schools Code of Conduct; Criminal Code of Canada; Criminal Records Act*

Related References: *Administrative Procedure 400 Recruitment, Hiring and Selection of Staff; AP 495 Volunteer Programs in the Schools*

1. Safe Educational Community

- 1.1 This administrative procedure has been established to provide a safe educational community.
- 1.2 Hiring practices for all employee positions within Avon Maitland District School Board must support the goal of providing a safe community for learning.
- 1.3 To this end, there is a system requirement that every individual seeking employment with Avon Maitland District School Board must have a recent (within six (6) months of date of hire) Criminal Background Check and Vulnerable Sector Screening as part of the pre-employment screening process.
- 1.4 Employees will be asked to complete an annual offense declaration. Failing to declare a criminal offense may result in discipline up to and including termination of employment.
- 1.5 For requirements for a Criminal Background Check for volunteers, see Administrative Procedure 495 Volunteer Programs in the Schools.