

**POLICY**

SECTION:	HUMAN RESOURCES - GENERAL	POLICY:	<b>E-14</b>
TOPIC:	<b>POLICE CRIMINAL RECORD CHECK – POLICE VULNERABLE SECTOR CHECK FOR SERVICE PROVIDERS</b>	PAGE:	Page 1 of 1
		DATE:	June 2015
REVIEW DATE:	June 2020	REVISED:	

A service provider is an individual who is not an employee of the District School Board of Niagara (DSBN) and who comes into direct contact with students on a regular basis at a school site of the DSBN in the normal course of providing goods or services under contract with the DSBN, or carrying out his/her employment functions as an employee of a person who provides goods or services under contract with the DSBN, or who provides services to a person who provides goods and services under contract with the DSBN or Ministry of Education. The definition of "others" extends the requirement of Police Criminal Record Check – Police Vulnerable Sector Check to individuals who provide goods or services without a formal contract with the DSBN.

1. The DSBN will not allow school access to service providers who have direct and regular contact with students:
  - who have not provided a Police Criminal Record Check – Police Vulnerable Sector Check, or
  - who have provided a Police Criminal Record Check – Police Vulnerable Sector Check which has been adjudicated and found to present an unacceptable risk to students and/or staff.
2. The DSBN grants School Administrators, Supervisors, and other DSBN employees the authority to request any service provider to produce a Police Criminal Record Check – Police Vulnerable Sector Check to ensure compliance with this Policy and the statutory Regulations.
3. The DSBN shall determine who is a service provider who may come into direct contact with students on a regular basis, and who is required to produce a Police Criminal Record Check – Police Vulnerable Sector Check.
5. The DSBN will include provisions in the Request for Proposal/Tender/Quotations that notify potential service providers of the requirements to obtain Police Criminal Record Check – Police Vulnerable Sector Checks and annual Offence Declarations thereafter.
6. The following provincial organizations provide services to our schools and are required to obtain Police Criminal Record Check – Police Vulnerable Sector Checks.
  - Public Health Departments
  - Community Care Access Centres
  - Children's Mental Health Ontario
  - Provincial Schools Authority
  - Day Nurseries
  - Children's Aid Societies
7. Others who are required to obtain a Police Criminal Record Check – Police Vulnerable Sector Check include, but are not limited to:
  - Students attending university or college programs which involve practicum or co-operative placements in schools
  - Cafeteria/Food Services providers