

LANARK COUNTY COMMUNITY JUSTICE PROGRAM	POLICIES & PROCEDURES
SECTION: Human Resources	DATE: November 21, 2013
SUBJECT: Criminal Record Check with Vulnerable Sector Screening	HISTORY: New Policy
<p>Policy:</p> <ol style="list-style-type: none"> 1. A Criminal Record Check is a precautionary measure designed to ascertain whether potential employees, students or volunteers who are providing direct service to a youth or vulnerable person have a criminal history which could potentially make them unsuitable for certain positions of trust. Such checks can assist our agency in attempting to ensure the safety and well-being of the youth and persons we serve. 2. In accordance with the Ministry of the Attorney General Guidelines, criminal record checks with vulnerable sector screening must be completed for all staff, volunteers (including board members), students and/or contract/consultant personnel who have direct contact with clients. 	
<p>Procedure:</p> <ol style="list-style-type: none"> 1. Requirement: All staff, students, and volunteers (excluding Board Members), must provide a criminal record check, including Vulnerable Sector Screening upon offer of employment or a volunteer position and every five years after or upon renewal of the memorandum of understanding with the Ministry of the Attorney General. 2. Cost reimbursement: Reimbursement for the cost of a criminal record check requested by the agency will be provided to new and current employees. 3. Considerations if criminal record exists: The existence of a criminal record does not necessarily preclude employment, student or volunteer position. LCCJP will consider: the nature of and circumstances surrounding the charges and convictions; restorative and other efforts subsequently made by the candidate and 	

candidate references. Access to clients and file information will be restricted until results are obtained.

4. **Employment offers conditional:** Any offer of employment that may be made prior to the criminal record check results being obtained is conditional upon truthful disclosure and may be terminated when results are obtained if all facts are not disclosed. Access to clients and file information will be restricted until results are obtained.
5. **Obligation to Report any Police Occurrence:** Staff, volunteers and students have an obligation to LCCJP to report any police occurrences/incidents (not necessarily resulting in a charge) during the course of his/her assignment as an agency volunteer, a staff member or student placement. This includes incidents that occur when not volunteering with the agency.
6. **Annual Offence Declaration:** Staff and volunteers will be required to sign a yearly Offence Declaration Form declaring that since their last criminal record check they have had no convictions under the Criminal Code of Canada up to and including the date of the declaration for which a pardon has not been issued or granted under the Criminal Records Act (Canada).
7. **Security of Information:** Any information of the applicant pertaining to the Criminal Record Check/Vulnerable Sector Check obtained by LCCJP will be kept in a sealed envelope in a secure area at the Office with restricted access to protect the rights and confidentiality of the individual.