

## **POLICY**

<b>SUBJECT:</b> <b>Criminal Background Check and Offence(s) <i>Declaration</i></b>
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It is the policy of the Lambton Kent District School Board that Criminal Background Checks will be obtained for all new hires to the Board including permanent, part time, occasional and service providers that come into close contact with students except as outlined under Ontario Reg. 521/01.

It is the policy of the Lambton Kent District School Board that an Offences Declaration be collected on existing employees before the start of each school year.

Emergency Provisions: Exemption to this policy permits the hiring and placement of staff on a temporary basis (up to 20 working days) in emergency situations pending the submission of a valid Criminal Background Check. Employees hired and placed under these rare circumstances, will provide an Offences Declaration from the employee as well as the usual employment documentation.

Date:                    October 8, 2002  
Revised:                September 9, 2003  
Revised:                May 27, 2008

Reference:             Ontario Regulation 521/01