

Criminal Record Check – Vulnerable Sector Screening

The Upper Canada District School Board has a policy and procedure related to Criminal Records Checks.

[Policy 205 – Criminal Background Checks](#)

[Procedure 205.1 – Criminal Background Checks/Police Record Checks](#)

New employees to the Board are required to provide a Criminal Record Check – Vulnerable Sector Screening before commencing employment. It is the responsibility of the applicant to ensure that the procedure above is met. Any cost related to obtaining the Criminal Records Check with Vulnerable Sector Screening is the responsibility of the applicant.

The original copy of the Criminal Records Check must be forwarded to the Human Resources Department and will become property of the Upper Canada District School Board. It will not be returned, copied, or forwarded to any other institution or individual. An applicant may choose to make a copy of this document for their own records before submitting the original.

Should the applicant submit a Criminal Record Check showing evidence of a police record, the process described in Procedure 205.1 – Criminal Background Checks/Police Record Checks will be followed.

Obtaining a Criminal Record Check/Vulnerable Sector Screening

Criminal Records Checks must be obtained through a local police service in the area in which the applicant resides.

Some police stations require a letter from the organization before they will provide a Criminal Records Check/Vulnerable Sector Screening. It is recommended that the applicant have the prospective Manager complete the [“Request for a Vulnerable Sector Criminal Reference Check”](#) form before the applicant goes to the local police station.