

## Employment Background Checks

<b>Reviewed Date</b>		<b>Number</b>	HR0210
<b>Revised Date</b>	June 23, 2021	<b>Approved Date</b>	May 23, 2012

### Introduction

Increasingly, organizations served by the Simcoe Muskoka District Health Unit (SMDHU) are requiring all external staff entering their facilities and/or dealing with the clients under their care and supervision, to have a Criminal Record Check (CRC) and/or Vulnerable Sector Screening Check (VSS) completed and that such check results be deemed satisfactory before any external staff may either enter their facilities or deal with the clients under their care and supervision. This policy is also applicable where an external agency requires SMDHU staff to have and maintain a Criminal Record Check (CRC) and/or Vulnerable Sector Screening Check (VSS).

### Purpose

The purpose of this policy is to inform board of health members, employees, volunteers and students of the SMDHU, the requirements of when they are to provide a satisfactory Criminal Record and/or Vulnerable Sector Screening check.

### Legislative Authority

Ontario Education Act

Third party policies mandating such background checks for staff of the SMDHU.

### Policy Definitions and Interpretation

**Staff:** For the purpose of this policy only, any person who represents the SMDHU or performs duties on behalf of SMDHU which may include paid staff, students and/or unpaid staff including volunteers.

**Clients:** The members of the community which the third party serves, is responsible for or is under their care.

**Criminal Record Check:** A criminal record check is a name-based search of the national repository of criminal convictions and a search of locally held convictions.

**Vulnerable Sector Screening Check:** A vulnerable sector screening check is a special type of criminal record check required for situations where the applicant will be in a position of trust or authority over children, the elderly, the disabled, or another vulnerable group. A vulnerable sector check involves a name-based search of the national repository of criminal convictions, a search of locally held convictions and a query of the pardoned sex-offender database.

**Facility:** A setting which can include but is not limited to private residences, schools, day cares, long term care, hospitals etc.

## ***Policy***

In order to protect the well-being of all staff, the public we serve and our reputation within the community, a satisfactory Criminal Record Check and/or Vulnerable Sector Screening Check will be required effective upon the implementation of this policy. This policy will apply to those working in any external facility where it is deemed applicable by the SMDHU in order to meet a program mandate or where an external facility has mandated that SMDHU staff are required to have and maintain such satisfactory checks before they are allowed to work or continue to either enter their facilities or deal with their clients or where an external agency requires SMDHU staff to have and maintain such checks.

Accordingly, all applicable staff (Appendix A) are required to obtain and maintain an ongoing satisfactory third party required Criminal Record Check and/or a Vulnerable Sector Screening Check, while employed at the Health Unit.

## ***Procedures***

1. All new staff will be advised during the interview process of the required satisfactory background checks they are to submit prior to commencement of employment. No new staff shall commence employment prior to any and all references being satisfactory to the Health Unit.
2. All current staff required to have either a Criminal Record Check and/or a Vulnerable Sector Screening Check in order to meet a program mandate or comply with an external agency requirement will be advised by Human Resources - who the external agency is requesting such satisfactory checks, and when they are to provide them to the Health Unit.
3. Current staff shall obtain the required checks at their local police station and submit them to Human Resources within the timeline requested.
4. New and current staff may submit the receipts for the checks using the SMDHU web-based Employee Centre which will then be automatically forwarded to Human Resources for approval and reimbursement for the actual costs to have the checks completed by the police.
5. For any background checks submitted that contain a record or notation, SMDHU, without identifying the employee, will endeavor to have the external agency requiring the checks adjudicate the checks and advise if such individual may or may not conduct SMDHU business at their facility or with the clients under their care and supervision. Should the external agency require further clarification of the record, staff shall cooperate in confidence through SMDHU to comply with such request.
6. If the CRC and/or VSS check is required due to program mandate and/or should a staff's record check be deemed unacceptable at any time, the Vice President will require immediate full disclosure of the record in order to review its effect on the agency and the members of the community served. The Vice President will then explore continued employment options with such staff including possible facilitation in another program area.
7. Vice Presidents will advise Human Resources annually of the names of the employees required to have satisfactory CRC/VSS checks by July 1 of each year and of any new employees hired after this date requiring such checks.
8. On an annual basis, no later than August 1 of each year, all staff required to maintain an acceptable record check by an external agency or required due to program mandate shall update their records by signing an Annual Offence Declaration.

Accordingly, staff are required to access the form from the HR Intranet site and submit the completed form to HR no later than August 1 of each year.

9. Human Resources shall monitor the submission of the CRC/VSS checks and e-mail staff whose documentation has not been received prior to the submission date with a copy to the direct supervisor. The direct supervisor will follow up with the employee to ensure submission of the documentation to Human Resources.
10. If the employee has not submitted the required documentation by August 1, they will not be permitted into facilities where it is a requirement of SMDHU or of an external facility. The Vice President will then explore continued employment options with such staff and/or corrective actions as is deemed necessary given it is a condition of employment for designated employees to produce such satisfactory documentation.
11. Human Resources shall advise the Vice President of any non-satisfactory record checks received for their information and appropriate action.
12. Human Resources will maintain the staff records related to Criminal Record Checks and Vulnerable Sector Screening Checks in the employee's Human Resources file.

***Related Policies***

N/A

***Related Forms***

[HR0210\(F1\) Annual Offence Declaration Form](#)

***Final Approval Signature:*** \_\_\_\_\_

Review/Revision History:

January 16, 2014 – Revised

June 23, 2021- Vice President

## **Appendix A**

### **SMDHU Teams Requiring CRC and VSS Checks**

(Specific positions to be added)

- Smoke Free Living
- Central East TCAN
- Chronic Disease Prevention
- Oral Health
- Immunization
- School Health
- Substance Use and Injury Prevention
- Sexual Health
- Infectious Diseases
- Healthy Babies Healthy Children: Program Managers, PHN's and Family Home Visitors
- Healthy Growth & Development: Program Managers and PHN's
- Payroll Administrator
- IT staff
- Any SMDHU staff who require access to a vaccine fridge room where COVID-19 vaccine is stored