

**Halton Waldorf School
Criminal Background Check Policy
Employees and Volunteers
May 2025**

Purpose

Halton Waldorf School (HWS) is committed to providing a safe and nurturing environment for its students, staff, and community. In accordance with legal responsibilities and the values of Waldorf education, HWS requires all employees and volunteers to undergo criminal background screening to safeguard students' intellectual, emotional, and physical well-being.

Definitions

Criminal Background Check: A document prepared by a police service that includes information from the Canadian Police Information Centre (CPIC), conducted within six (6) months of submission, and detailing any criminal convictions.

Offence Declaration: A written declaration signed by the individual that lists all criminal convictions since the date of their last Criminal Background Check, excluding those for which a pardon has been granted.

Vulnerable Sector Screening (VSS): A specific type of criminal background check that screens for offences relevant to working with vulnerable populations, including children.

Procedures

A. Employees

New Hires: Employment offers are conditional upon receiving an acceptable Criminal Background Check and VSS, which must be submitted before employment commences.

Annual Offence Declaration: All employees must complete and submit an Offence Declaration by September 1 of each subsequent year following the initial check.

Rehiring Policy:

- If rehired within 12 months of departure, an Offence Declaration is required.
- If more than 12 months have passed, a new Criminal Background Check and VSS are required.

Emergency Hires: With approval from the Administrative Director, a temporary agreement may permit an employee to begin work pending receipt of their check. This agreement must include:

- A completed Offence Declaration
- Proof of application for the background check
- Agreement that employment may be terminated if the report is found to be unacceptable

Adjudication Process: Any criminal conviction disclosed will be reviewed by the Administrative Director, considering:

- Relevance of offence to duties
- Time elapsed since the offence
- Risk to students and the school community

Outcomes may include continued employment, conditional terms, or termination.

Non-Compliance: Failure to submit required documents will result in suspension without pay. Continued non-compliance may result in dismissal.

B. Volunteers

- All volunteers must submit a valid Criminal Background Check with VSS before beginning their duties.
- A true copy will be retained securely on site.
- Returning volunteers must complete an Annual Offence Declaration Form for Volunteers.
- Volunteers who do not comply will not be permitted to participate in school activities involving students.
- HWS honours valid, documented background checks and declarations when volunteers move between roles within the school.

Confidentiality and Storage

All documents will be stored securely and accessed only by designated administrative personnel. Information is handled in accordance with applicable privacy legislation.

References

- Education Act, Regulation 521/01
- Criminal Records Act (Canada)
- Ontario College of Teachers – Professional Standards
- HWS Volunteer Engagement Guidelines