



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

Agenda
Catholic Education Centre
322 Fairview Drive
Brantford, ON N3T 5M8

**Policy Committee
Tuesday, November 8, 2011 7:00 p.m
Boardroom**

Members: Dennis Blake (Chair), Cliff Casey, Dan Dignard, Cathy Horgan, Bonnie McKinnon, Rick Petrella, June Szeman

1. Call to Order

1.1 Opening Prayer – Dennis Blake, Chair

1.2 Attendance

2. Routine Matters

2.1 Approval of the Agenda

2.2 Declaration of Interest

2.3 Approval of Minutes from the Policy Committee Meeting – October 13, 2011 Pages 2-4

3. Presentations and Delegations - Nil

4. Committee and Staff Reports

4.1 Volunteers 300.12 (revised) Pages 5-24
Presenter: Cathy Horgan, Director of Education & Secretary

4.2 Trustees' Code of Conduct 100.04 (revised) Pages 25-27
Presenter: Cathy Horgan, Director of Education & Secretary

5. Discussion Items

5.1 An overview of how delegations are handled in other Boards.

6. Adjournment

Next meeting: TBD – January, 2012.



**Policy Committee
Thursday, October 13, 2011
Haldimand Room**

Present: Dennis Blake (Chair), Cliff Casey, Bill Chopp, Cathy Horgan, Bonnie McKinnon, Rick Petrella, Chris Roehrig, June Szeman

Absent: Dan Dignard

1. Call to Order

1.1 Opening Prayer

The meeting opened with a prayer led by Dennis Blake.

2. Routine Matters

2.1 Approval of the Agenda

Moved by: Cliff Casey

Seconded by: Rick Petrella

THAT the Policy Committee approves the agenda for the October 13, 2011 meeting.

Carried

2.2 Declaration of Interest: Nil

2.3 Approval of Minutes from the Policy Committee Meeting of June 7, 2011

Moved by: Bonnie McKinnon

Seconded by: June Szeman

THAT the Policy Committee approves the minutes from the June 7, 2011 meeting.

Carried

2.4 Business Arising from Minutes: Nil

3. Presentations and Delegations: Nil

4. Committee and Staff Reports

4.1 Fees for Learning Materials and Activities

Superintendent Roehrig reviewed the new Fees for Learning Materials and Activities policy and administrative procedures, which are in keeping with the Ministry of Education's guidelines issued in March, 2011. Questions arose concerning non-eligible fees, financial support and voluntary programming. Revisions were made.



Moved by: Cliff Casey
Seconded by: Bonnie McKinnon

THAT the Policy Committee recommends that the Committee of the Whole refers the Fees for Learning Materials and Activities policy to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

4.2 Student Trustee 100.07 (revised)

Superintendent Roehrig reviewed the revisions made to the Student Trustee policy to reflect recent provincial legislation that expands the eligibility for students who wish to become Student Trustees, as well as changes to the Board's support for Student Trustee participation in provincial organizations.

Moved by: June Szeman
Seconded by: Rick Petrella

THAT the Policy Committee recommends that the Committee of the Whole refers the Student Trustee Policy 100.07 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

4.3 Catholic School Advisory Councils 200.31 (revised)

Superintendent Chopp reviewed the revisions made to the Catholic School Advisory Council policy and administrative procedures. He explained that the purpose of the revision was to recognize the importance of parental engagement in the education of their children.

Moved by: June Szeman
Seconded by: Cliff Casey

THAT the Policy Committee recommends that the Committee of the Whole refers the Catholic School Advisory Council Policy 200.31 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

4.4 Regional Catholic Parent Involvement Committee 200.24 (revised)

Superintendent Chopp explained that the subject policy and administrative procedures were revised to meet the requirements of the new Regional Parent Involvement Committee policy released by the Ministry of Education in January, 2011.

Moved by: Bonnie McKinnon
Seconded by: Rick Petrella

THAT the Policy Committee recommends that the Committee of the Whole refers the Regional Catholic Parent Involvement Committee 200.24 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried



5. Discussion Items

- 5.1** A trustee raised a concern regarding the requirements for presentations by Delegations to the Board. Trustees requested that the Director of Education investigate practices by other Boards and report back.
- 5.2** Trustees asked about the process for approval for school trips and specifically regarding the number of school days that can be used. Superintendents extend the number of days allowed if it is a once in a lifetime experience/situation.
- 5.3** The Administrative Procedure for Student Admissions was discussed and the following motion was proposed:
Moved by: Dennis Blake
Seconded by: Rick Petrella
THAT the Student Admissions Policy be reviewed at some point in the new year.
Carried
- 5.4** Future Policy Committee meeting dates/times were determined, as follows:
November 8, 7:00 p.m.
January, February, March and April (dates to be determined)

6. Information - Nil

7. Adjournment

Moved by: Rick Petrella
Seconded by: Bonnie McKinnon

THAT the Policy Committee adjourns the meeting of October 13, 2011.
Carried

**REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC
DISTRICT SCHOOL BOARD POLICY COMMITTEE**

Prepared by: Cathy Horgan, Director of Education & Secretary
Presented to: Policy Committee
Submitted on: October 6, 2011
Submitted by: Cathy Horgan, Director of Education & Secretary

POLICY: VOLUNTEERS
Public Session

BACKGROUND INFORMATION:

The current Volunteers policy was adopted in 2004 and revised in June 2010.

DEVELOPMENTS:

The existing policy requires revisions to reflect changes in the category of the policy (from Human Resources to Students) and to comply with updated privacy and information management procedures.

Due to changes in regulations, the policy was updated to reflect current requirements including those detailed in the:

- Education Act, R.S.O. 1990, c.E.2, Section 171(1)(4)
- Education Act and Regulation 521/01, as amended by Regulation 323/03
- Personal Health Information Protection Act, 2004. S.O. 2004 (PHIPA)

The Criminal Background Check screening process also underwent significant changes due to increased security implemented by the RCMP and process change implemented by local police. This had an impact on the policy, the administrative procedure and the required forms. Due to these changes, the administrative procedure and required forms have been completely revised.

This policy was vetted to Trustees, Principals/Vice-principals, the Associate Director, Superintendents and Managers. There were no recommended changes.

RECOMMENDATION:

THAT the Policy Committee recommends that the Committee of the Whole refers the Volunteers Policy 200.04 to the Brant Haldimand Norfolk Catholic District School Board for approval.

REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD POLICY COMMITTEE

Prepared by: Cathy Horgan, Director of Education & Secretary
Presented to: Policy Committee
Submitted on: November 8, 2011
Submitted by: Cathy Horgan, Director of Education & Secretary

POLICY: VOLUNTEERS

Public Session

BACKGROUND INFORMATION:

The current Volunteers policy was adopted in 2004 and revised in June 2010.

DEVELOPMENTS:

The existing policy requires revisions to reflect changes in the category of the policy (from Human Resources to Students) and to comply with updated privacy and information management procedures.

Due to changes in regulations, the policy was updated to reflect current requirements including those detailed in the:

- Education Act, R.S.O. 1990, c.E.2, Section 171(1)(4)
- Education Act and Regulation 521/01, as amended by Regulation 323/03
- Personal Health Information Protection Act, 2004. S.O. 2004 (PHIPA)

The Criminal Background Check screening process also underwent significant changes due to increased security implemented by the RCMP and process change implemented by local police. This had an impact on the policy, the administrative procedure and the required forms. Due to these changes, the administrative procedure and required forms have been completely revised.

This policy was vetted to Trustees, Principals/Vice-principals, the Associate Director, Superintendents and Managers. There were no recommended changes.

RECOMMENDATION:

THAT the Policy Committee recommends that the Committee of the Whole refers the Volunteers Policy 200.14 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Policy: Volunteers

		Policy Number:	200.14
Adopted:	June 22, 2004	Former Policy Number:	300.12
Revised:	June 22, 2010	Policy Category:	Students
Subsequent Review Dates:	TBD	Pages:	1

Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board believes the volunteer support of parents/guardians and community members increases the learning opportunities for our students and assists staff in daily operations. Every precaution is taken to provide and maintain a safe, secure learning and working environment. Volunteers are trained, supported and are subject to the same safety measures that employees are held to.

Policy Statement:

The Brant Haldimand Norfolk Catholic District School Board will ensure that:

- volunteers provide a criminal background check every three years;
- volunteers provide a completed *Criminal Offence Declaration – Volunteer* form each year a criminal background check is not provided;
- volunteers provide a signed *Volunteer Confidentiality Agreement*;
- volunteers are trained and supported by the supervisor.

Glossary of Key Policy Terms:

Volunteer

Is an individual over the age of 18 who agrees to undertake, without pay, a designated task which supports a classroom, a school, or a system-wide program.

Supervisor

Is the principal or individual responsible for the activity at the site where the volunteer is offering his/her time.

References

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)
 Education Act, R.S.O. 1990, c.E.2, Section 171(1)(4)
 Education Act and Regulation 521/01, as amended by Regulation 323/03
 Personal Health Information Protection Act, 2004. S.O. 2004 (PHIPA)

Administrative Procedure - Volunteers APxxx

Procedure for:	Principals/Supervisors	Adopted:	June 22, 2004
Submitted by:	Director of Education Cathy Horgan	Revised:	
Category:	Students		

Purpose

To provide direction for supervisors/principals/vice-principals when volunteers are required in our system.

Responsibilities

Supervisor/principal/vice-principal will:

- determine the need for volunteers;
- recruit, select and screen volunteers;
- approve and delineate the tasks and the assignment of the volunteers;
- supervise and evaluate the volunteers;
- evaluate the volunteer program;
- recognize the volunteers;
- escalate a Criminal Background Check certificate containing an offence to the Director of Education.

School Superintendents/Senior Administration will:

- provide guidance to supervisors/principals/vice-principals when requested.

Human Resource Coordinator will:

- when requested by a supervisor, provide via email, confirmation of an up-to-date Criminal Background Check or Offence Declaration for an employee (full time/on-leave/occasional);
- if there is police contact information that requires adjudication, escalate the request to the Director of Education for a decision.

Director of Education will:

- adjudicate Criminal Background Checks containing an offence or police contact information.

Information

Due to recent changes in the Criminal Background Check process, it is essential that all schools/sites in our system use standardized forms and adhere to the procedures when seeking Criminal Background Checks for volunteers. All volunteers in our Board will provide a Criminal Background Check before service begins.

Procedures

1.0 Principals

1.1 Determining the Need for Volunteers

It is up to the supervisor/principal/vice-principal to determine if there is a need for volunteers and to assess the volunteer program. If the supervisor is not the principal the supervisor will submit an outline of the volunteer program to the school principal for approval.

1.2 Planning for Volunteers for the Upcoming School Year

The school principal has the option of sending home a letter to parents/guardians in June outlining the Criminal Background Check process. This letter provides the parents/guardians the ability to request the required forms from the school and begin the Criminal Background Check process for the upcoming school year. Criminal Background Checks can take 14-120 days to process. It is recommended that principals provide potential volunteers as much time as possible to complete the process.

1.3 Processing Forms

Provide the appropriate forms to the potential volunteer. To ensure privacy, ALL forms must be returned in a sealed envelope directly to the principal. In jurisdictions where volunteers are charged for CBC processing or fingerprinting, the Board will not pay such costs.

If the Criminal Background Check certificate is free from occurrence or (if appropriate) the Offence Declaration indicates no offences have occurred and all other required forms have been received, provide the volunteer name and the date of the certificate to the school secretary for tracking.

If a volunteer changes location or volunteers in more than one location, the CBC information follows them or can be shared. Ensure that each location has a copy of all forms to ensure consistent tracking.

1.4 Receiving a Criminal Background Check Containing an Offence

If the Criminal Background Check certificate contains an offence or the Offence Declaration indicates an offence has occurred, escalate the information to the Director of Education for adjudication. In such cases, no volunteer activities are to take place until direction is received from the Director of Education.

1.5 Processing Forms of a Volunteer Who is an Employee of the Brant Haldimand Norfolk Catholic District School Board

If someone wishes to act in a volunteer capacity and identifies themselves as a BHNCDNB employee, the principal is required to email a Human Resources Coordinator and request confirmation that the Board holds an up-to-date Criminal Background Check or Offence Declaration. The confirmation email must be kept on file in place of the paper copy of the Criminal Background Check or Offence Declaration. If the Human Resource Coordinator has information that requires risk assessment, the request is escalated to the Director of Education for adjudication.

The email confirmation must be requested and provided each year the employee acts as a volunteer.

All other volunteer sections of the Volunteer Administration Procedures apply.

1.6 Storage of Forms

All Criminal Background Check certificates, Offence Declarations and Volunteer Confidentiality Agreements must be received in sealed envelope by the principal and kept in a secure location in the principal's office. This information is private and must be handled accordingly. This record must be appropriately disposed of in accordance to Privacy and Information Management best practices and in accordance with the Brant Haldimand Norfolk Catholic District School Board's retention schedule.

1.7 Managing the Volunteer Tracking List (Maintaining Ongoing Records)

All volunteers should appear on a tracking list maintained by the school secretary. Each year this list must be reviewed and the appropriate forms filled out and submitted.

Volunteers must provide a Criminal Background Check every three years. Volunteers may sign an Offence Declaration in the two 'middle years'. Example: 2011-12 School Year – CBC, 2012-13 School Year – Declaration, 2013-14 School Year – Declaration, 2014-15 School Year – CBC.)

The Volunteer Tracking List must verify that each year a CBC or (if appropriate) Offence Declaration has been submitted AND a Volunteer Confidentiality Agreement has been signed.

1.8 Volunteers on Educational Field Trips and/or Excursions

An up-to-date Criminal Background Check and a completed Volunteer Confidentiality Agreement must be provided by every volunteer on an educational field trip and/or excursion in advance of the event date.

The ONLY exception to this requirement is for volunteers under constant and continued supervision by Brant Haldimand Norfolk Catholic District School Board staff (meaning all volunteers, students and staff remain together in one large group for the entire event.)

1.9 Providing Information to Volunteers

Once the volunteer has provided the supervisor with an acceptable Criminal Background Check (or a completed Criminal Offence Declaration – Volunteer) and a completed Volunteer Confidentiality Agreement, the supervisor will provide an orientation of the work site (if applicable). The orientation program will consist of training with respect to duties as well as rules to be observed.

Volunteers are insured under the Board's Public Liability Insurance Policy when performing assigned duties in good faith and in a reasonable and responsible manner. Volunteers should be aware that the Board's insurance does not include a loss of income provision should the volunteer sustain an injury that prevents him/her from resuming normal employment.

1.10 Terminating Volunteer Service

Volunteers, who do not adhere to Board policies and procedures or undertake an unauthorized role, may have their assignment terminated at the discretion of the principal.

2.0 Volunteers

2.1 Role of the Volunteer

A volunteer is expected to:

- Perform assigned duties as directed by Board staff.
- Neither be responsible for the discipline or the evaluation of students.
- Not violate any collective agreement requirements.
- Maintain confidence with any personal information which is shared with them in the performance of their duties, in compliance with MFIPPA and Privacy and Information Management legislation.
- Follow dress and behavior codes and wear an identification badge when volunteering.
- Notify their supervisor of any absence as far in advance as possible.
- Follow Board health and safety rules.
- Support the beliefs of our Catholic faith.

2.2 Required Forms

Volunteers must obtain the necessary forms from the school and process them at the police department closest to their place of residence.

Volunteers are required to provide a Criminal Background Check every three years or if there is a break in the volunteer's service of more than one year. In the years that a Criminal Background Check is not required the volunteer is required to complete a Criminal Offence Declaration - Volunteers in advance of contact with student(s). Volunteers are required to complete a Volunteer Confidentiality Agreement every year.

2.2 Submitting the Required Forms

All documentation must be submitted **to the school principal in a sealed envelope.**

References

Brant Haldimand Norfolk Catholic District School Board's Retention Schedule
Educational Field Trips Policy 500.1

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

Safe Schools Act, Reg. 521/02

Personal Health Information Protection Act, 2004. S.O. 2004 (PHIPA)

Forms

Consent to Disclosure of Personal Information (OPP: Haldimand County, Norfolk County and County of Brant ONLY)

Application for Police Check (City of Brantford ONLY)

Request for Vulnerable Sector Screening Check (OPP: Haldimand County, Norfolk County and County of Brant ONLY)

Request for Vulnerable Sector Screening [Brantford City Police] (City of Brantford ONLY)

Criminal Offence Declaration - Volunteer

Volunteer Confidentiality Agreement

Acceptable Identification List

Quick Reference Chart for Police Requirements (Checklist for school principals)

Police Check Requirements Q & A (Quick answer guide for school staff)

Parent/Guardian Letter



**Consent to Disclosure
of Personal Information**

Note: This form to be used to assist the agency to determine the suitability of successful candidates for either full or part time employment and/or volunteer duties having direct contact with children or vulnerable persons.

Applicant Information

Surname				Given Names			
Maiden Name or Other Names used (if applicable)				Place of Birth			
YY	D.O.B. MM	DD	Sex	Area	Telephone (Res.)		Driver's Licence Number
Address: Number		Street		Apt./Unit	City/Town/Municipality		Postal Code

Previous addresses for the last five years (If insufficient room, attach a separate sheet.)

Number	Street	Apt./Unit	City/Town/Municipality	Postal Code	Years at Residence

(Please read carefully.)

I hereby consent to full disclosure, by the Ontario Provincial Police (OPP) to the person(s) listed below, of all police record information. This consent includes the release of records of criminal convictions for which a pardon has not been granted, records of discharges which have not been removed from the CPIC system in accordance with the *Criminal Records Act*, or any convictions registered, charges pending or any other judicial order issued under an Act of Parliament or an Act of the Legislature. This consent also includes and authorizes the release of information available from the files of the OPP or any other police agency, including occurrence information, which the OPP deems necessary to fulfill the requirements of the volunteer/applicant screening process. This consent is given pursuant to s.42(b) of the *Freedom of Information and Protection of Privacy Act*.

Name	Title
Name of Organization	

The *Criminal Records Act*, provides for additional information to be provided to a person or organization responsible for the well-being of one or more children or vulnerable persons. I am an applicant for a paid or volunteer position with such a person or organization, as defined by the *Criminal Records Act*, as described below:

Description of the paid or volunteer position:	
Name of the person or organization:	Title
Details regarding the child(ren) or vulnerable person(s):	

Therefore, pursuant to a request by the above person or organization, I hereby consent to a search of the automated criminal records retrieval system maintained by the Royal Canadian Mounted Police to determine if I have been convicted of, and been granted a pardon for, any of the offences listed in the schedule to the *Criminal Records Act*. I understand that pursuant to this consent, if I am determined to be the person named in a criminal record as described above, that record may be disclosed to the Ontario Provincial Police (OPP) and the OPP will then disclose that information to me and to the person or organization referred to above.

Release and Discharge

I hereby release and forever discharge Her Majesty the Queen in right of Ontario, the Commissioner of the Ontario Provincial Police and all members and employees of the OPP from any and all actions, claims and demands for damages, loss or injury howsoever arising which may hereafter be sustained by myself as a result of the disclosure of information by the OPP.

_____ <i>Signature of Applicant</i>	_____ <i>Date</i>
_____ <i>Signature - Organization Witness</i>	
_____ <i>Identification verified by</i>	

STAMP OF ORGANIZATION

Confidential

This record and the information contained therein, is being provided in confidence and shall not be disclosed to any person except as provided above.

The information provided is based on a name check only and having a birth date as provided above.

- Fails to reveal any record relating to the above subject
- Indicates the following information may relate to the above subject.

OPP AUTHORIZING SIGNATURE

APPLICATION FOR POLICE CHECK

PLEASE PRINT CLEARLY

DATE: _____

REQUESTING AGENCY:

(SCHOOL/EMPLOYER/CHURCH/ETC.) _____

LAST NAME

FIRST NAME

MIDDLE NAME

ALL PREVIOUS NAMES:

(I.E. MAIDEN, PREVIOUS MARRIED, ADOPTIVE, ETC.): _____

DATE OF BIRTH: _____ **MALE:** _____ **FEMALE:** _____

Day/Month/Year

DO YOU HAVE A CRIMINAL RECORD YES _____ NO _____

IF YES CAN YOU ADVISE WHAT YOUR CONVICTIONS ARE:

CURRENT ADDRESS:

(MUST RESIDE WITHIN THE CITY OF BRANTFORD, NOT BRANT COUNTY. PLEASE INCLUDE UNIT/APT. #=S, AND # YEARS AT THIS RESIDENCE)

HOME PHONE #: _____ **ALTERNATIVE #:** _____

PREVIOUS ADDRESSES FOR PAST FIVE YEARS:

INCLUDE ALL ADDRESSES WHILE ATTENDING OUT OF CITY COLLEGE/UNIVERSITY. (CONTINUE ON REVERSE IF NECESSARY)

I hereby authorize the Brantford Police Service to conduct a local records check with any Police Service in Canada and obtain information on me.

If the agency that you are applying to work or volunteer for deals with vulnerable adults or children then a check of the **PARDONED SEX OFFENDER DATABASE** is necessary. Your signed consent is required and you must also understand that fingerprints maybe requested to finalize this search.

SIGNATURE: _____

I CERTIFY ALL NAMES AND ADDRESSES HAVE BEEN DISCLOSED & CONSENT FOR VS CHECK

POLICE SERVICE USE ONLY

To be completed by Brantford Police Service member processing this police check.

STUDENT/VOLUNTEER: YES _____ NO _____ RECEIVED BY: _____ ID CONFIRMED: _____

CHECK DONE

COMPLETED BY

NICHE _____

LEGACY _____

PERSQ _____

CNI/FPS# _____

VS _____

MESSAGE TRACKING: _____

BPS-28-01/11



Request for Vulnerable Sector Screening Check

THIS FORM MUST:

- originate from the organization requesting a check of the Pardoned Sexual Offender Database;
- must accompany each Request to Consent to Disclose Personal of Information form LE220E or LE220F; and
- be kept on file (originals by the OPP and copies by the organization) for each request for a Vulnerable Sector (VS) Check and be available for audit purposes for at least two years.

To be completed by requesting organization:

Reason for Request:	
<input type="checkbox"/> Employment	<input checked="" type="checkbox"/> Volunteer
Name of Organization: School: with the Brant Haldimand Norfolk Catholic District School Board	
Name of Contact at Organization:	
Telephone Number:	
Area code	Phone
Name of Applicant:	
Position being applied for:	

In which vulnerable sector will the applicant be working?

According to the Criminal Records Act, Section 6.3, "vulnerable persons" means persons who, because of their age, a disability or other circumstances, whether temporary or permanent,

- (a) Are in a position of dependence on others; or
 - (b) Otherwise at a greater risk than the general population of being harmed by persons in a position of authority or trust relative to them.
- Children under the age of 18
 - Elderly in a position of dependence or at greater risk of being harmed by persons in a position of authority or trust
 - Disabled in a position of dependence or at greater risk of being harmed by persons in a position of authority or trust
 - Other circumstances – list the person(s) in a position of dependence or at greater risk of being harmed by persons in a position of authority or trust:

Contact with the Ontario Provincial Police (OPP) under the *Mental Health Act*. The OPP data banks include information on a person's contact with the OPP under the *Mental Health Act*. This information is not disclosed by the OPP as part of a reference check unless the organization requesting the reference check from an individual certifies that the information is required by the organization for it to complete an evaluation of applicant suitability. The following section must be completed by an authority of the requesting organization.

I, _____ name of representative authorized to bind organization.

CERTIFY THAT _____ school, of the Brant Haldimand Norfolk Catholic District School Board:

requires the OPP include information about the applicant's contact with the OPP under the *Mental Health Act*, if any, in the reference check. The result will be provided to the applicant. I certify that the disclosure of information is required as it relates to a bona fide occupational/volunteer requirement and is required to assess the applicant's suitability for the position. The applicant is aware that responsibilities of the position relate to the request for *Mental Health Act* apprehension information.

OR

does NOT require that the OPP include information, if any is available, regarding contact with the applicant under the *Mental Health Act* in the reference check.

AND

- Applicant is attending an OPP Detachment to have their identification verified, **OR**
- I have viewed two valid pieces of government issued identification (photocopies attached) in the name of the applicant, one of which is valid photo ID, other than a health card or SIN card (example, driver's licence or passport) to confirm the identity of the applicant.

(NOTE: Not applicable if applicant attends an OPP Detachment to initiate this check as OPP detachment will verify identity.)

SIGNATURE OF REPRESENTATIVE OF ORGANIZATION REQUESTING CHECK:

Signature

Date

To be completed by the applicant:

Name of Applicant:

I hereby declare that the information submitted on this form is true and complete. I understand that making a false statement may disqualify me from obtaining a Vulnerable Sector Screening Check Certificate, and may subject me to criminal charges or other legal liability.

I HEREBY AUTHORIZE, AND CONSENT TO, FULL DISCLOSURE OF THE FOLLOWING INFORMATION AND RECORDS BY THE OPP, AND BY ANY OTHER POLICE AGENCY IN CANADA TO WHICH A COPY OF THIS FORM IS PROVIDED:

- Criminal record (including youth records that are disclosable, pursuant to the Youth Criminal Justice Act);
- Pardoned sexual offences (see "Consent to Pardoned Sexual Offence Check", below);
- Findings of not guilty by reason of mental disorder;
- Probation, prohibition and other judicial orders, which are in effect;
- Details of incidents that may assist an agency in making an informed decision, including investigations where either no charges were laid or there was no finding of guilt; and/or,
- Contacts with the police under the Mental Health Act (if requested).

- CONSENT FOR A CRIMINAL RECORD CHECK FOR A SEXUAL OFFENCE FOR WHICH A PARDON HAS BEEN GRANTED OR ISSUED.** *(Not applicable for persons under 18 years of age)*

I consent to the OPP searching the automated criminal conviction records retrieval system, maintained by the Royal Canadian Mounted Police (RCMP) to determine whether I have been convicted of a sexual offence listed in the Schedule to the *Criminal Records Act*, for which a pardon has been granted/issued. I understand that, if a check indicates a possible match between me and a person with a criminal conviction or pardoned sexual offence of a similar name and date of birth, the OPP must verify the match to either confirm or exclude me, and will ask me to attend for fingerprinting. **If I choose not to provide fingerprints, the OPP will not issue a Vulnerable Sector Screening Check Certificate and will notify the requesting organization that I have withdrawn from the process.**

I also understand that if I do provide fingerprints and my fingerprints match those of the pardoned sexual offender, then in accordance with the *Criminal Records Act*,

- i. The OPP will request the Commissioner of the RCMP to provide the record to the Minister of Public Safety; and
- ii. The Minister may disclose all or part of the information contained in the record to the OPP.

I understand that I have the right to refuse consent for a Vulnerable Sector Screening Check.

I consent to the OPP conducting a check, collecting, and disclosing my personal information for the purpose of a Vulnerable Sector Check.

Applicant's Signature

Date

LE225 Oct 2010

FIPPA

Personal Information is collected under the authority of s.39(1)(b) and s.42(1)(b) of the Freedom of Information and Protection of Privacy Act for the purpose of enabling the Ontario Provincial Police to conduct the contractor security clearance investigation authorized in this form. If you have any questions or comments about any part of this form, please contact the ministry of Community Safety & Correctional Services FOI designate at 1-705-494-3080.



Brantford City Police Request for Vulnerable Sector Screening

THIS FORM MUST:

- Originate from the organization requesting a check of the Pardoned Sexual Offender Database; and
- MUST ACCOMPANY an Application for Police Check form.

This completed form must be on file for each request for a Vulnerable Sector (VS) check and be available for audit purposes.

To be completed by requesting organization:

Reason for Request:	
<input type="checkbox"/> Employment	<input checked="" type="checkbox"/> Volunteer
Name of Organization:	
School: with the Brant Haldimand Norfolk Catholic District School Board	
Name of Contact at Organization:	
Telephone Number:	
Area code	Phone
Name of Applicant:	
Position being applied for:	

IN WHICH VULNERABLE SECTOR WILL THE APPLICANT BE WORKING?

According to the Criminal Records Act, Section 6.3, "vulnerable persons" means persons who, because of their age, a disability or other circumstances, whether temporary or permanent are:

- (a) in a position of dependence on others; or
 - (b) otherwise at a greater risk than the general population of being harmed by persons in a position of authority or trust relative to them.
- Children under the age of 18
 - Elderly in a position of dependence or at greater risk of being harmed by persons in a position of authority or trust
 - Disabled in a position of dependence or at greater risk of being harmed by persons in a position of authority or trust
 - Other circumstances – list the person(s) in a position of dependence or at greater risk of being harmed by persons in a position of authority or trust:



Criminal Offence Declaration - Volunteer

Surname		Given Names		
Maiden Name or Other Names used (if applicable)		Place of Birth		
D.O.B. YYYY MM DD	Sex M <input type="checkbox"/> F <input type="checkbox"/>	Area	Telephone (Res.)	Driver's Licence Number
Address: Number	Street	Apt./Unit	City/Town/Municipality	Postal Code

I, _____, hereby declare that:

I have no convictions for offences under the Criminal Code of Canada up to and including the date of this declaration for which a pardon has not been issued or granted under the *Criminal Records Act* (Canada).

OR

I have the following convictions for offences under the Criminal Code of Canada for which a pardon under the *Criminal Records Act* (Canada) has not been used or granted:

Signature of Volunteer

Date

Please send in a sealed envelope marked Offence Declaration – Confidential to the principal of the school where you volunteer at.

Office Use Only

Received on:

By:

Recorded



Volunteer Confidentiality Agreement

Pursuant to the Municipal Freedom of Information and Protection of Privacy Act (M.F.I.P.P.A.), I have read the Confidentiality Agreement provided by the Brant Haldimand Norfolk Catholic District School Board pertaining to the duties and responsibilities of a volunteer.

In accepting the duties and responsibilities of a volunteer with the Brant Haldimand Norfolk Catholic District School Board, I agree to abide by the following terms of confidentiality:

- In the course of the duties as a volunteer, I may become aware of personal and confidential information. The Brant Haldimand Norfolk Catholic District School Board depends on the maturity and loyalty of its volunteers to keep private any such information.
- All information that I may come to know regarding the Board, school, staff, students and their families shall be kept completely confidential.
- It is understood that any breach of this code of confidentiality will result in action by the Board, up to and including withdrawal of current and future volunteer opportunities.

I understand and agree to the terms of this confidentiality agreement.

Date: _____

Name: _____
(Please print)

Signature: _____

Information Collection Authorization

Notice of Collection: In accordance with Section 29(2) of the Municipal Freedom and Protection of Privacy Act, 1989. This information is collected under the legal authority of Section 265(1)(d) of the Education Act, R.S.O. 1990 c. E.2 as amended, and may be used as necessary for some or all of the following principle administrative purposes related to: the Board's operation, school programs and educational services, student records, and Ministries of the Government of Ontario. If you have any questions, please contact the school principal and/or the Freedom of Information Officer, Brant Haldimand Norfolk Catholic District School Board, 322 Fairview Drive, Brantford, ON, N3T 5M8 (Telephone 519-756-6505, Ext. 234)

Acceptable Pieces of Identification

You are **required bring two of the following pieces of identification** with the OPP Consent to Disclosure of Personal Information and Request for Vulnerable Sector Check forms to your local police station.

- Driver's Licence
- Government Employment Card
- Age of Majority Card
- Military Employment Card
- Canadian Citizenship Card
- Status Card
- Passport
- Permanent Resident Card
- Firearms Acquisition Card
- Birth Certificate
- Baptismal Certificate
- Hunting License
- Outdoors Card
- Canadian Blood Donor Card
- Immigration Papers

NOTE:

Health Cards and Social Insurance Number (SIN) Cards are NOT acceptable forms of identification.

BHNCD SB Quick Reference Chart for Police Check Requirements

FORM AND/OR DETAIL(S)	BRANTFORD CITY POLICE	BRANT OPP	HALDIMAND OPP	NORFOLK OPP
Vulnerable Sector Check	<p>Title: Brantford City Police, Request for Vulnerable Sector Screening</p> <p>One page form</p> <p>Board identifier at top rather than school letterhead</p>	<p>Title: Request for Vulnerable Sector Screening Check</p> <p>2 page form</p> <p>Double-side print or will not accept the form</p> <p>Board identifier at top rather than school letterhead</p> <p>BHNCD SB does not require information collected under the Mental Health Act (selected by default) for volunteers.</p>	<p>Title: Request for Vulnerable Sector Screening Check</p> <p>2 page form</p> <p>Double-side print</p> <p>Board identifier at top rather than school letterhead</p> <p>BHNCD SB does not require information collected under the Mental Health Act (selected by default) for volunteers.</p>	<p>Title: Request for Vulnerable Sector Screening Check</p> <p>2 page form</p> <p>Double-side print</p> <p>Board identifier at top rather than school letterhead</p> <p>BHNCD SB does not require information collected under the Mental Health Act (selected by default) for volunteers.</p>
Application for Police Check	<p>Titled: Application for Police Check</p> <p>Form provided by Brantford City Police.</p>	<p>Titled: Consent for Disclosure of Personal Information</p> <p>Double-side print or will not accept the form</p> <p>Must fill out: front, bottom – principal name, title, name of organization (bhncdsb); back, top – description, name, details; back, bottom – signature (principal’s) organization witness or will not accept the form</p>	<p>Titled: Consent for Disclosure of Personal Information</p> <p>Both pages must be submitted.</p> <p>Fill out back, bottom – signature (principal’s) organization witness. Person providing permission to disclose information will fill in the rest.</p>	<p>Titled: Consent for Disclosure of Personal Information</p> <p>Both pages must be submitted.</p> <p>Fill out back, bottom – signature (principal’s) organization witness. Person providing permission to disclose information will fill in the rest.</p>
Acceptable Pieces of Identification	List approved by Brantford City Police	List approved by OPP	List approved by OPP	List approved by OPP
Fees for Volunteers	\$15.00	No fee	No fee	No fee
Other fees: Student Teachers (or, if you are volunteering with the intention of using the experience to obtain gainful employment)	\$15.00	\$25.00	\$30.00	No fee

Note: All three OPP offices and Brantford City Police agreed to having a board identifier (logo/name) on the top of the vulnerable sector form to help with the issue of schools not being able to print the form on their letterhead (due to size variations).

Police Check Requirements for Volunteers Q&A

Note:

- This Information is intended to help staff answer questions. Please do not distribute to your school community.

Q. Does the Board require all volunteers to provide a Criminal Background Check including a Vulnerable Sector?

- A. In order to ensure the safety of students and staff; Volunteer programs will be clearly outlined in writing and approved by the principal. Volunteers will provide a Criminal Background Check. All volunteers will sign a confidentiality agreement. All volunteers must sign in and out of a school location.

Q. What is involved in a Criminal Background Check?

- A. a. Consent to Disclosure of Personal Information Form
b. Vulnerable Sector Screening

Q. When this is processed, what will you obtain?

- A. Police Clearance Certificate and/or Vulnerable Sector Screening Certificate.

Q. Where can I go for a Criminal Background Check?

- A. To your local Police Detachment.

Q. Where can I get the forms that I need for the Criminal Background Check?

- A. All forms can be obtained from the school principal.

Q. What do I need to bring with me as valid pieces of identification?

- A. Driver's License, Government Employment Card, Age of Majority Card, Military Employment Card, Canadian Citizenship Card, Status Card, Passport, Permanent Resident Card, Firearms Acquisition Card, Birth Certificate, Baptismal Certificate, Hunting License, Outdoors Card, Canadian Blood Donor Card, Immigration Papers
NOTE: Health Cards and Social Insurance Number (SIN) Cards are NOT acceptable forms of identification.

Q. Does every police service branch within the geographical area of the Board follow the same Criminal Background Check procedure?

- A. No.

Q. How long will it take to get my Criminal Background Check?

- A. A criminal background check can take between 14 and 120 days to process.

Q. Why might it take so long?

- A. Due to recent changes in the criminal background check process, requirements of a more extensive security, including a query of the sexual offender database, is necessary.

Q. I've heard some people need to provide their fingerprints, will I?

- A. If you do, you will be notified by your local police. There may be a \$25 fee and an extension of the time in which you will receive your CBC.

Q. Can I volunteer while I'm waiting for my Criminal Background Check?

- A. No. Under no circumstances can a volunteer be allowed to participate until such documentation is processed.

Q. How much will it cost?

- A. There is no fee for volunteer criminal background checks unless:
- a. You live within the City of Brantford Police Services, in which case you must pay \$15.
 - b. It is a county police detachment and you are seeking a volunteer position in a post-secondary institution with the intention of using the experience to obtain gainful employment, you will be charged \$25.
 - c. You are required to provide fingerprints at the request of your local police detachment (you may be charged an additional \$25.00).

Q. Do I need a Criminal Background Check every year to volunteer?

A. Volunteers must provide a criminal background check every three years. In years when a criminal background check is not required the volunteer must sign the prescribed Offence Declaration.

Example: 2011-12 School Year – CBC, 2012-13 School Year – Declaration, 2013-14 School Year – Declaration, 2014-15 School Year – CBC.

Q. Does everyone need to provide the school with a Criminal Background check even if volunteering for one class trip?

A. Yes.

Q. What are some of the other activities and/or events that would require a CBC to be provided in advance?

A. Such events/activities include but are not limited to:

- class trips, field trips, excursions
- classroom volunteers
- volunteer drivers
- coaches
- various reading or other curriculum program assistance

Q. Who will see your Police Clearance Certificate?

A. The school principal only unless the check produces a violation. The school principal will then provide the information to the Director of Education for adjudication.

Q. How will the Police Clearance Certificate be stored?

A. All Criminal Background Checks and confidentiality agreements will be stored in a locked cabinet in the principal's office, in accordance with Privacy and Freedom of Information.

Q. Can I provide a copy only of my Police Check because I need it for another organization?

A. Yes, but the principal of the school must see your original, photocopy and the copy must be witnessed. If you wish to keep the original and submit a copy, the copy must be witnessed by the school principal through a signature on the copy to validate that the original has been seen and processed.

Q. Will my Criminal Background Check be stored electronically?

A. No.

Q. What is the retention schedule? How long do you keep my Criminal Background Check?

A. The Board will keep the documentation for three (3) years (active) plus one (1) year (archived).

Q. What if my Criminal Background Check produces a violation?

A. The principal will provide the documentation to the Director of Education who will adjudicate a violation, issue or circumstance.

Q. Are students who participate in a system program such as Specialist High Skills Major, Co-op, OYAP, required to produce a Criminal Background Check?

A. Yes, they may be required based on the placement organization's policies and procedures.

November 3, 2011

Dear Parent/Guardian,

This letter is to inform you that the Brant Haldimand Norfolk Catholic District School Board has received notification of potential delays in regards to the processing of Police Checks. Regulations are being tightened and in the future, requests may take anywhere from 14 to 120 days to process. It is important to note that you will be unable to volunteer while waiting for your Criminal Background Check to be approved.

With this in mind, if you are planning to volunteer at the school or attend field trip(s) during the upcoming school year, you are encouraged to complete the bottom portion of this letter and return it to the school no later than the second week of June. The forms will be filled-in by the school and returned to you for processing at your local police detachment.

It is our hope that we can avoid unnecessary time constraints as we continue our partnership in helping our students achieve excellence and are nurtured in a safe and welcoming environment.

Sincerely,

Name
Principal



Return to the school.

Please provide forms for:

Name	Relationship to Student(s)	Student(s) Name
Person 1	Relationship	
Person 2	Relationship	
Person 3	Relationship	
Person 4	Relationship	

**REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC
DISTRICT SCHOOL BOARD POLICY COMMITTEE**

Prepared by: Cathy Horgan, Director of Education & Secretary
Presented to: Policy Committee
Submitted on: November 8, 2011
Submitted by: Cathy Horgan, Director of Education & Secretary

TRUSTEES' CODE OF CONDUCT
Public Session

BACKGROUND INFORMATION:

As a result of the new legislation regarding School Board Governance (Bill 177), it was recommended that the Trustees' Code of Conduct policy be reviewed.

DEVELOPMENTS:

Early in 2011, the trustees enlisted the assistance of Scott Ferguson to develop some basic principles upon which a Code of Conduct could be prepared. In August 2011, a draft was presented to the Trustees. Based on the feedback that was gathered, a subsequent draft was developed and presented in November 2011. The attached is presented as a proposed final copy.

RECOMMENDATION:

THAT the Policy Committee recommends that the Committee of the Whole refers the Trustees' Code of Conduct Policy 100.04 to the Brant Haldimand Norfolk Catholic District School Board for approval.



Policy: Trustees' Code of Conduct

		Policy Number:	100.04
Adopted:	April 7, 2002	Former Policy Number:	N/A
Revised:	TBD	Policy Category:	School Board Governance
Subsequent Review Dates:	TBD	Pages:	

Belief Statement:

As a Catholic Learning Community, we provide faith formation and academic excellence, which enables our graduates to live a life of love and service in Christ. The trustees fulfill this mission by providing strategic vision and stewardship of resources in a manner that reflects the Code of Conduct. In this way, the Board of Trustees model how one lives a life of love and service in Christ.

Policy Statement:

Trustees shall conduct themselves in an ethical and prudent manner. This includes proper use of authority and appropriate decorum in group and individual behavior. Trustees shall behave in a manner that reflects respect for the dignity and worth of all individuals.

The Brant Haldimand Norfolk Catholic District School Board will ensure that the following Trustees' Code of Conduct is adhered to:

1. Each Trustee shall:
 - (a) acknowledge that Catholic schools are an expression of the teaching mission of the Church;
 - (b) provide an example to the Catholic Community that reflects the teaching of the Church;
 - (c) provide the best possible Catholic education according to the programs approved by the Canadian Conference of Catholic Bishops and the provincial Minister of Education;
 - (d) recognize and rigorously defend the constitutional right of Catholic education and the democratic and corporate authority of the Board;
 - (e) ensure the affairs of the Board are conducted with openness, justice and compassion;
 - (f) work to improve personal knowledge of current Catholic educational research and practices;
 - (g) affirm a strong sense of Christian Catholic Community; and
 - (h) provide support, encouragement and prayer for the efforts of persons engaged in the ministry of Catholic Education in Canada.

2. Trustees are elected and accountable to the supporters of the Brant Haldimand Norfolk Catholic District School Board for the delivery of a quality, Catholic education that is responsive to the needs of our community. Trustees have a fiduciary responsibility.

Trustees are elected to represent the voice of the community. Though Trustees are elected by various communities, they must be mindful of the needs of the wider community.

3. Trustees occupy positions of public trust and confidence. They are expected to discharge their duties and responsibilities in a professional and ethical manner, consistent with Gospel Values, the teachings of the Catholic church, *the Education Act and Regulations, the Municipal Freedom of Information and Protection of Privacy Act and Regulations, the Municipal Conflict of Interest Act*, the Board's By-Laws and Policies and any other Act or Regulation that may be applicable to the Trustee's duties.

4. Trustees will maintain the highest standards of civility and respect accorded to public office, in or out of the boardroom.



Brant Haldimand Norfolk Catholic District School Board

5. Trustees have an obligation to attend all Board meetings as well as chosen or assigned standing committee meetings. As well, Trustees should be prepared for meetings.
 6. Trustees may deliberate with many voices, but must act as one. Without limiting the right of Trustees to express their own personal views, Trustees must comply with Board policies and procedures.
 7. Trustees are expected to comply with the *Municipal Conflict of Interest Act (MCIA)* in declaring any and all direct and indirect pecuniary interests in a matter before the board.
 8. Trustees shall keep confidential any information disclosed or discussed at a meeting of the Board, or part of a meeting of the Board, that was closed to the public, unless required to divulge such information by law and in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.
 9. Trustees are responsible for their use of Board resources, and will comply with all Board policies pertaining to acceptable expenses.
 10. The official spokesperson for the Board shall be the Chair of the Board or his/her designate, or the Director of Education or his/her designate, as directed by the Board. All Trustees shall follow the communication protocol.
- 11. Chair of the Board**
1. The Chair ensures that the Board behaves consistently within its own rules and those legally imposed by the provincial government.
 2. The Chair acts as spokesperson to the public on behalf of the Board on all Board matters.
 3. The Chair is the primary link between the Board and the Director of Education. The Chair does not have authority to supervise or direct the Director of Education without the authority of the whole Board.
 4. The Chair chairs Board meetings with the commonly accepted responsibility of that position.
 5. The Chair may delegate his/her authority to the Vice Chair or to another trustee.

Director of Education

1. The Director of Education is “Chief Education Officer” and Secretary to the Board,
2. Officers (i.e., Superintendents) are responsible to the Board through the Director.
3. The *Education Act* requires the Director and staff to implement policy – Board’s and provincial.

Glossary of Key Policy Terms: N/A

References:

This Moment in Promise, Assembly of Catholic Bishops of Ontario
Education Act and Regulations
Municipal Freedom of Information and Protection of Privacy Act and Regulations
Municipal Conflict of Interest Act
Statutory Powers Procedure Act
Board’s Bylaws and Procedures, including Workplace Violence Prevention, Workplace Harassment