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Subject:	Criminal Reference Checks	Date Approved:	February 25, 2009
Approved by:	Executive Director	Date Revised :	
Specific To:	All Staff and Volunteers	Next Review Date:	September 2017

POLICY:

To ensure that our clients are protected while receiving services from the North Huron Family Health Team (NHFHT), all new employees, volunteers and students are required to have a criminal reference check done within the first three weeks of starting their position. Regulated health professionals who were required to present a criminal reference check to ensure issuance or continuation of their registration are exempt from this policy.

The original police report must be submitted directly to the Executive Director and is obtained at the NHFHT’s expense.

Although a criminal reference check cannot in itself prevent the abuse of a child or vulnerable adult, it can help to identify people who have been charged with or convicted of such offences in the past. The criminal reference check is an important component of the overall selection criteria for staff and volunteers.

All employment offers, volunteer and student placements are conditional upon the results of the criminal reference check and it is understood that should the NHFHT receive a positive record, employment or placement may be terminated immediately.

Each positive record is reviewed by the management team and evaluated based upon the applicant’s position and relevant life history. Decisions to terminate may be appealed.

If a candidate has not resided in any one location in Canada for longer than two years and is unable to obtain a criminal reference check, they may still be eligible for employment or volunteering. However, the individual must obtain a reference check as soon as the two year residency requirement has been met.

Privacy

The use of information obtained through the Canadian Police Information Computer System regarding outstanding criminal code charges and criminal code convictions for which a pardon has not been granted does not contravene the Ontario Human Rights Code.

Criminal reference check information is reviewed by the Executive Director then sealed, date stamped and kept in the employee’s file. All criminal reference check information for persons no longer employed or volunteering at the NHFHT is kept in a sealed envelope in their file for a period of 7 years.