

<p style="text-align: center;">Rainy River District Social Services Administration Board</p>	<p style="text-align: center;">Policy Area</p> <p style="text-align: center;">CHILD CARE Criminal Reference Check</p>
<p style="text-align: center;">CRIMINAL REFERENCE CHECK FOR BEST START HUBS</p>	<p style="text-align: center;">Policy Number</p> <p style="text-align: center;">CC-4.0</p>

Preamble

The respective Provincial Ministry continues to be responsible for criminal reference checks within licensed Day Nurseries and Private Home Day Care.

Policy

The Children’s Services Manager of the Rainy River District Social Services Administration Board (RRDSSAB) ensures that all funded Best Start Hubs within the Rainy River District have established criminal reference policies which comply with Provincial Ministry and RRDSSAB policies.

Criminal Reference Checks which apply to individuals working with the “vulnerable sector” must be completed for anyone who will have direct contact with children, including successful candidates for either full-time or part-time positions (permanent or contract) and volunteers. This requirement also applies to Board members, non-direct service staff, students, or any other person regularly on the premises where there may be expected occasions of unsupervised contact with clients.

Procedure

1. The Best Start Hub must confirm in writing that criminal reference check policies and procedures have been developed and implemented on site, and a copy of the respective policy must be submitted to the Children’s Services Manager.
2. Criminal reference check policies and procedures must contain the following components:
 - a) the staff/volunteer positions to which the policies will apply;

- b) the process to be followed in obtaining the criminal reference check;
 - c) the process to be followed in the event of a positive criminal reference check; and
 - d) the process to be followed when the length of time required to obtain a criminal reference check may require the Best Start Hub to make a conditional offer of employment.
3. Procedures must describe the process used for responding to positive criminal reference checks and indicate that a positive response does not necessarily preclude employment. The nature of and circumstances surrounding the charges and convictions must be considered.
 4. If a conditional job offer is made during the time period that the criminal reference check is being processed, precautionary measures must be put in place, for example, it may be appropriate for the individual to have only supervised access to children. The Best Start Hub must ensure that the relationship can be terminated, should that be considered appropriate, following receipt of the criminal reference check results.
 5. Should a Best Start Hub not have a criminal reference check policy, the Children's Services Manager may assist in the development or provide a copy of the RRDSSAB policy for assistance.
 6. The Children's Services Manager ensures that new Best Start Hubs comply with the criminal reference policy through quality assurance measures, including operational reviews.

ADOPTION & REVIEW GUIDELINES

Approved by Res. #118/01 on November 15, 2001
Reviewed/Revised by Administrative Approval: 08 April, 2004

Administrative Approval: 30 Dec, 2010 *Signature of D. Dittaro, CAO: Donna Dittaro*

Approximate date of next review: February, 2015

REFERENCES:	POLICY AREA <i>Human Resources</i>	POLICY NAME AND NUMBER <i>HR-14.0 Criminal Reference Check</i>
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