

**Leamington Mennonite Home
Long Term Care & Retirement Residence**

POLICY AND PROCEDURE

CATEGORY: Personnel	SUBJECT: Criminal Reference Checks	SECTION: C
DATE: September 2004	Administrator's Signature: _____	POLICY: 6
REVISION DATES: January 2006, June 2011		

CRIMINAL REFERENCE CHECKS

POLICY:

- Criminal reference checks are a screening measure to determine whether persons providing services to vulnerable adults have a criminal history which could potentially make them unsuitable for certain positions of trust. Leamington Mennonite Home shall require, as a condition of hiring, that all new staff members provide Leamington Mennonite Home with a documented criminal reference check.
- Adult volunteers, who have direct contact with residents, shall also provide a documented criminal reference check. Student volunteers, under the age of 18 years are not required to provide a criminal reference check.
- The information provided shall be used, only for selection and hiring purposes, for those individuals who have been selected for a position at Leamington Mennonite Home. The information obtained shall only be used for that purpose and no other.
- All information received shall be confidential, protected as such, and shall comply with all applicable privacy legislation.

PROCEDURE:

- All applicants are informed of Leamington Mennonite Home policy regarding criminal record check/police record check for prospective employees, aged eighteen years and over.
- A written offer of employment from Leamington Mennonite Home is conditional upon the satisfactory completion of a criminal record check/police record check of the prospective employee.
- Any costs incurred relating to the application, completion, and submission of a criminal record check/police record check including application costs, are the sole responsibility of the prospective employee.
- After a verbal offer of employment is made, the prospective employee shall apply for a criminal record check/police record check with the police force detachment responsible for the jurisdiction of his or her place of residence, and once complete, provide the certificate to

the Department Leader/Human Resources.

- At its discretion, Leamington Mennonite Home may require an unblemished, or “clear” reference check. A written offer of employment shall not be offered to the prospective employee if:
 - he or she fails to apply for a criminal record check/police record check within five (5) days of the verbal offer of employment;
 - he or she applies for a criminal record check/police record check but chooses not to release the results to Leamington Mennonite Home; or
 - the results of the criminal record check/police record check indicate that the employee has outstanding and/or criminal charges, and as a result cannot be considered for employment.
- The documented criminal reference checks shall be received by Human Resources in a confidential manner. The information received shall remain confidential, and not for disclosure, except to the relevant Department Leader(s) and only as the information may relate to the position or service to be provided. The criminal reference check shall be filed, and remain in the employee’s job offer, after providing the criminal reference check all information provided, including the criminal reference check shall be shredded upon receipt of notice of the refusal of the job offer/service offer.
- All procedures will comply with applicable privacy legislation.
- Leamington Mennonite Home shall act with due caution and due diligence in hiring or retaining staff or volunteers.

Reference: LTCHA, 2007 S.O. 2007, c. 8 s. 75(2). O. Reg. 79/10 s. 215