

Criminal Record Checks

-POLICY-

The Board of Education (Board) believes that students should be provided with a safe and secure environment in which to learn and one which will avoid employing or engaging persons who have a history of criminal activity of a nature that could threaten the safety of students.

The Board acknowledges and accepts its responsibility to ensure that criminal record checks are conducted on all employees, secondary and post secondary students engaged in practicum or work experience activities, exchange teachers, and service contractors who work with children. In fulfilling its obligation, the Board is governed by the Criminal Records Review Act (Act) which came into force on January 1, 1966.

The Board also requires all volunteers potentially having unsupervised access to children to authorize the local RCMP office to conduct a criminal record check. The result of this criminal record check must be satisfactory to the Board.

-REGULATION-

The Criminal Records Review Act was designed to help protect children from individuals whose criminal record indicates they pose a risk of physical or sexual abuse.

Under the Criminal Records Review Act, all individuals (current or new to their position or circumstance) who work with children, or have unsupervised access to children in the ordinary course of their employment, or in the practice of an occupation, or registered students in a post secondary institution who will work with children are included under the Criminal Records Review Act (Act). Positions such as:

- Teachers
- Registered students in a post secondary institution who will work with children
- School staff, including secretaries, custodians, bus drivers and other para-professionals
- Volunteers in child care facilities and licensed after school programs

Organizations whose employees and volunteers are not covered by the Act must make their own arrangements for criminal records checks through their local policing agency.

While a criminal charge or conviction will not necessarily preclude employment with the Board, criminal charges, or convictions which are found to be related to the employment or intended employment, may result in the termination of employment or the loss of an employment opportunity.

Criminal Records Review Program Criminal Record Checks:

- Criminal record checks, done through the provincial government's Criminal Record Review Program, are only done for individuals who fall under the Criminal Records Review Act.
- This review of an individual's criminal record is limited to 62 specific offences deemed relevant to determining the risk that individual may pose in a position where they have unsupervised access to children.

Police Criminal Record Checks:

- Those employees, or volunteers, who are not covered by the Criminal Records Review Act, must undergo a police criminal record check that is conducted by the local RCMP agency.

1. Employees

- a. A criminal record check is mandatory for anyone employed by the Board of Education (Board).
- b. Employees and prospective employees who are subject to the Criminal Records Review Act must authorize a Criminal Record Check in accordance with that Act.
- c. If an employee has had a break with an organization, a new criminal record check will be required.
- d. The Boards will be responsible to do repeat checks, at least once every five years or, whenever the employer becomes aware of new charge or conviction for a relevant offence.
- e. The criminal records authorization form is to be completed by the prospective employee and submitted to the Secretary Treasurer. The Secretary Treasurer will forward the authorization to the Criminal Records Review agency. Once the forms have been returned to the district, the Secretary-Treasurer will then determine whether any criminal record presents a risk to students. All information acquired by the Secretary-Treasurer will be kept strictly confidential according to district practice.

- f. For teachers, principals, vice-principals, directors, assistant superintendents and superintendents, who are registered members with the Teacher Regulation Branch, the Teacher Regulation Branch is responsible for conducting Criminal Record Checks of these individuals.

2. Volunteers

- a. Volunteers whose participation in a school activity involving unsupervised access to students or individuals who volunteer on a regular basis are required to complete the "Police Criminal Record Check" form every two years.
- b. Principals/Vice-Principals or teacher supervisors are responsible for ensuring that the "Policy Criminal Record Check" forms have been completed and returned to the Secretary-Treasurer by the RCMP prior to the volunteer working with students.
- c. All persons offering to serve as volunteers will be screened by the principal or designate to determine the basis for the person's interest. This screening will also help to determine the person's skills, talents, establish their potential contributions to the school, and help to determine an appropriate placement.

3. Student Practicum/Work Experience

- a. A criminal record check is mandatory for student practicum placement or work experience students.
- b. The post-secondary institution will be responsible for having Criminal Record Checks in place for its student teachers.

4. Exchange Teachers

- a. Although not members of the Teacher Regulation Branch, a criminal record check is mandatory for exchange teachers. They must have at least submitted a signed appropriate Schedule A Criminal Records Check form prior to being allowed to work with students.
- b. This cost is the responsibility of the individual.

5. Service Contractors

- a. A criminal record check is mandatory for all service contractors. This cost is the responsibility of the individual.

- b. All employment with the School District will be conditional upon a satisfactory Criminal Record Check.
- c. Service Contractors who are subject to the Criminal Records Review Act must authorize a Criminal Record Check in accordance with that Act.

6. General

- a. All Criminal Record checks will be held in strict confidence.
- b. The principal/vice-principal will be responsible for ensuring that the Police Criminal Record Checks for volunteers are completed prior to the volunteer providing services at the school.
- c. The principal/vice-principal will ensure that the RCMP Consent for Disclosure of Criminal Record Information is brought by the volunteer to the RCMP station, with the completed form to be returned to the district. The Secretary Treasurer will then determine whether any criminal record presents a risk to students. All information acquired by the Secretary Treasurer will be kept strictly confidential according to district practice.
- d. Based upon information received on the Criminal Record Check, applicants may be contacted for further information regarding suitability.