

## **1.0. School Administration**

### **1.A. General**

#### **1.A. CRIMINAL RECORD SEARCH AND PROVINCIAL CHILD ABUSE REGISTRY CHECK**

**Policy Reference: EL-1.1/EL-1.2**

**Reviewed by Committee: March 12, 2013, September 24, 2019, November 29, 2022, September 26, 2023**

All new employees must have a criminal record/vulnerable sector search and child abuse registry check prior to confirmation of employment with the Division. The following procedure will be followed:

1. Applicants who are selected for employment with the Division shall be informed that employment is subject to the Division receiving documentation that a criminal record/vulnerable and child abuse registry search has been completed.
2. Applicants must submit a criminal record and vulnerable sector check which the individual must apply for through their local Police station. The Division must be provided with documentation from the R.C.M.P. or the Bureau of Police Records which details the results of the criminal record and vulnerable sector check. A criminal record/vulnerable sector check dated six months or less will be accepted.
3. Applicants selected for employment shall apply for child abuse registry self-check. A completed check must be submitted to the Division. A child abuse registry check dated six months or less will be accepted.
4. Applicants who have undergone a criminal record/vulnerable sector and child abuse registry search for professional certification purposes during the twelve months prior to their application with the Division may not be required to undergo another search. The Division shall be provided documentation that a criminal record/vulnerable search was completed, and certification was granted to the individual.
5. Upon receipt and review of the completed criminal record/vulnerable sector search and child abuse registry check, the individual will be informed that their employment has been confirmed if there is no information provided to the Division which would affect this decision. In the event the criminal record/vulnerable sector check identifies convictions that indicate the individual may pose a threat to the safety of children or others, the information will be brought to the attention of the Board of Trustees. The Division reserves the right to deny or terminate the employment of such individuals.
6. All employees and volunteers of the Division are required to report any incidents or charges that may result in a change to their criminal record, vulnerable sector, or child abuse check.
7. In the event of delays caused by wait times for criminal record and/or child abuse checks, the employee may provide a receipt/written proof that the check was ordered and sign a

declaration indicating that they do not have a criminal or child abuse record. They may then begin to work in the school.

8. Volunteers with direct, unsupervised contact with students must submit criminal and child abuse checks. Direct, unsupervised contact with students is when a volunteer is:
  - a. left alone with students during the regular school day (this includes driving students anywhere during the regular school day); or
  - b. coaching students without a regular staff member present; or
  - c. at any other time where it is deemed necessary to protect students and/or the integrity of the Division.
9. Staff and Volunteer Criminal Record and Child Abuse checks are valid as long as there is continuous years of service. If there is a break in service for a period longer than 1 year, a staff member or volunteer will be asked to resubmit their checks.

# Declaration

I agree that in the event there is an incident or charge that may result in a change to my criminal record, vulnerable sector, or child abuse check, I will report it immediately, in writing to the School Division.

In the event that there has been a delay in processing time, I have provided the Division with receipts supporting my application for criminal record and child abuse registry checks and I declare that I have not been charged with a criminal offense to which a pardon has not been granted and have not been engaged in behaviors which would result in being registered in the child abuse database.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date