

## **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**

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 search has been completed and that the Division has conducted a child abuse registry check.
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 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 be provided with a copy of an application granting the Division the right to request access to the provincial child abuse registry which the individual must complete and return to the Division with complete payment. The Division will submit the request directly to the provincial Child Abuse Registry office.
4. Applicants who have undergone a criminal record/vulnerable sector 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 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. Volunteers in a sensitive position of trust that will involve contact with students must submit a child abuse registry and criminal record/vulnerable sector check (valid for three years).

Reference: Forms 8.0