

## **CRIMINAL RECORD CHECK AND CHILD INTERVENTION RECORD CHECKS**

### **Background**

It is important to provide a safe and secure environment for students and staff.

### **Procedures**

1. The screening process for new employees will include a current (within three (3) months) criminal record check and a vulnerable sector check. These record checks will be at the expense of the prospective employee.
2. Employees have a duty to report to their employer, any matter that may arise in relation to their ability to maintain a clear Criminal Record status.
3. Staff members who transport students have a duty to report to the Director of Transportation any changes in status to their Drivers Licence.
4. When an employee is either charged with, or convicted of, an offence, under the Criminal Code of Canada, the Controlled Drugs and Substances Act, the Child Youth and Family Enhancement Act or similar legislation, the employee is required to immediately inform the Assistant Superintendent, Employee Services. A written explanation may accompany the notification.
5. An employee who is subject to any prohibitions, restrictions or order; including but not limited to probation, recognizance or similar orders; issued or imposed by the court, a law enforcement agency or any other government agency, that restrict or forbid the employee from having contact with minor children or that are otherwise relevant to the position held by the employee, shall immediately inform the Assistant Superintendent, Employee Services

Reference: Relevant Legislation & Guidelines