



CRIMINAL RECORDS SEARCH – Appendix A

Background

Pursuant to legislation requirements, the District will ensure the protection of District school children by requiring a criminal record search of all District staff.

To ensure the protection of children, any prospective education assistant or non-teaching employee will be required to authorize a criminal record check pursuant to the Criminal Records Review Act.

Procedures

1. All newly hired staff will receive the authorization form for a criminal record check in the onboarding package.
2. Newly hired staff must submit the Consent Form (Form 400-1) to the Director of Human Resources prior to starting their assignment. This consent form will be forwarded by the Director to the Criminal Records Review Program.
3. Employment will be subject to clearance by the Criminal Records Review Program. In the event of an adverse decision regarding employability of an applicant, the applicant will be informed of the reason for the decision.
4. When an employee is charged with or convicted of an offence, under the Criminal Code of Canada, the Controlled Drugs and Substances Act, the Child, Family and Community Service Act or similar legislation, the employee is required to immediately inform the Superintendent. A written explanation may accompany the notification.
5. An employee who is subject to any prohibitions, restrictions, or orders; including but not limited to probation, recognizance or similar orders; issued or imposed by the court, a law enforcement agency or 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 Superintendent of such limitations.
6. Failure by an employee to notify the Superintendent as required under this Administrative Procedure may justify termination of the employee's employment with the District.
7. The Superintendent may require an employee to provide a current (within six (6) months) Criminal Record Check at any time during the employment period.

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8. All individuals will be required to undergo a recheck every five (5) years.

Reference: Sections 20, 22, 65, 85 *School Act*
Child, Family and Community Services Act
Criminal Records Review Act
Controlled Drugs and Substances Act
Criminal Code of Canada
Food and Drugs Act
Public Safety Statutes Amendment Act

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