

CRIMINAL RECORD CHECK

Purpose: To ensure a safe environment for students, employees and volunteers by avoiding the hiring of persons or engaging of persons who have a history of criminal activity of a nature that could threaten the safety of students

Scope: All employees, Trustees, and volunteers

Policy: In compliance with the Criminal Records Review Act of B.C., a current criminal records check is on file for all employees and volunteers who work with children or who may have unsupervised access to children.

Procedure:

Administrators will:

- Keep up-to-date records of certified teachers' criminal record status and remind teachers regarding the importance of responding to Teacher Regulation Branch procedures around renewal of criminal record checks (done every five years through the TRB).
- Ensure that administrative/facilities employees, at the start of employment, complete a Working with Vulnerable Sectors Consent form, which the administrator submits to the Department of Justice. The ID number to use is 110367.
- Identify which volunteers have regular unsupervised access to children and require these volunteers to submit consent for a criminal record check.

Employees will:

- Give consent through filling out the appropriate forms to have a criminal record report sent to the school. CRC are done at no cost to the employee.
- Inform their supervisor of any changes in their criminal record status. If the school is not informed, disciplinary action ranging from a verbal warning to dismissal, may be taken depending on the situation.

Volunteers will:

- Although volunteers are not legally required to submit a criminal record check, the school requires a CRC for volunteers who are routinely have unsupervised access to children as determined by the campus Administrator.
- All other volunteers are strongly recommended to have a CRC on file with the school.
- CRCs are done at no cost to the volunteer.