

SCHOOL DISTRICT NO. 67 (OKANAGAN SKAHA)

POLICY

POLICY #507 Criminal Record Checks

RATIONALE

The Board of Education believes that students should be provided with a safe and secure environment in which to learn and will avoid employing or engaging persons who have a history of criminal activity of a nature that could threaten the safety of students.

POLICY

The Board of Education acknowledges and accepts its responsibility to ensure that criminal record checks are conducted on all employees who work with children. In fulfilling its responsibilities, the Board is guided by the *Criminal Records Review Act* (the "Act"), which came into force on January 1, 1996, and the Criminal Record Review Program.

The Board also requires all volunteers potentially having unsupervised access to children to authorize the local RCMP office to conduct a criminal record check. The result of this criminal record check must be satisfactory to the Board.

ADOPTED: June 25, 2001

Reviewed/Revised: February 9, 2004
September 10, 2007
February 1, 2016

Statutory Reference: *Criminal Records Review Act*

REGULATIONS AND PROCEDURES

POLICY #507 Criminal Record Checks

1. Employees

- (a) A criminal record check is mandatory for anyone employed by the Board of Education.
- (b) Any fees resulting from a Criminal Record Check are the responsibility of the employee.
- (c) While a criminal charge or conviction will not necessarily preclude employment with the Board, criminal charges or convictions which are found to be related to the employment or intended employment may result in the termination of employment or the loss of an employment opportunity.
- (d) All employment with the school district will be conditional upon a satisfactory Criminal Record Check.
- (e) Employees and prospective employees who are subject to the *Criminal Records Review Act* must authorize a Criminal Record Check in accordance with that Act.

2. Volunteers

Activities where a Criminal Record Check is required for volunteers include: coaching school teams; accompanying students on overnight field trips; and driving students to and/or from school sponsored events in accordance with district policy.

- (a) Principals, vice principals, or supervisors who use volunteers whose participation in a school activity may involve unsupervised access to students or individuals who volunteer on a regular basis are responsible for ensuring the "RCMP Consent for Disclosure of Criminal Record Information" forms are completed and forwarded to the human resources department.
- (b) A Criminal Record Check may be required for volunteers for other events when deemed necessary by the principal.
- (c) All persons offering to serve as volunteers will be screened by the principal or designate to determine the basis for the person's interest. This screening will also help to determine the person's skills and talents, establish their potential contributions to the school and help to determine an appropriate placement.

- (d) All Criminal Record Checks will be held in strict confidence.
- (e) The processing of Criminal Record Checks for volunteers will be coordinated by the school district through the Human Resources department.
- (f) Based upon information received on the Criminal Record Check, applicants may be contacted for further information regarding suitability.

ADOPTED: June 25, 2001

Reviewed/Revised: February 9, 2004
September 10, 2007
February 1, 2016

Statutory Reference: *Criminal Records Review Act*