

SCHOOL DISTRICT NO. 48 (SEA TO SKY)

ADMINISTRATIVE SERIES 400 - STAFF PERSONNEL

AP 401 EMPLOYMENT PRACTICES
AP 401.3 Criminal Record Check

1. Procedures for Criminal Record Checks:

A. CUPE and Exempt Employees and any other staff who are not members of the College of Teachers

- i) The Criminal Record Check Authorization Form will be completed by the prospective employee and returned to the School Board Office for processing through the Ministry of Public Safety and Solicitor General Dept. The cost for the Criminal Record Check will be covered by the School District.
- ii) A record of the submission of the Criminal Record Check Authorization Form to the employee, to the Criminal Records Review agency and the results of the Criminal Records Check will be recorded.
- iii) Where a Criminal Record Check indicates anything other than “no record found”, the prospective employee will be required to undergo fingerprinting to determine whether or not a relevant Criminal Record exists.
- iv) Where a Criminal Records Check indicates that an employee presents a risk to children, the Board will ensure that the employee is removed from or never placed in a position where they work with children as defined in the Criminal Records Review Act.
- v) A new Criminal Record Check for employees will be required at least every five years.

B. Volunteers

Volunteers who will have regular contact, or who will have unsupervised access, or who will be accompanying students on an overnight trip will be required to undergo a Criminal Record Check.

- i) The school will provide volunteers with a Criminal Record Check Authorization Form.
- ii) The volunteer presents the completed Criminal Record Check Authorization Form in person to the local RCMP.
- iii) The RCMP will conduct the Criminal Record Check. Volunteers will be required to pick up the completed Criminal Record Check from the RCMP and return it to the School.

- iv) Where the Criminal Records Check indicates that a criminal record may exist, the Principal will speak with the volunteer to discuss the results. The Principal, in consultation with the Superintendent will determine whether the volunteer is approved for volunteer work, or whether they will be required to undergo fingerprinting to determine whether or not a relevant Criminal Record exists.
- v) When the Criminal Records Check indicates that there is a criminal record for a relevant offence, and that the volunteer may be a risk to children the Principal will ensure that the volunteer is not permitted to work with children.
- vi) The school will provide a copy of all Criminal Record Checks for Volunteers to the School Board Office.
- vii) A new Criminal Record Check for volunteers will be required every two (2) years.

C. Independent Contractors

- i) When the Criminal Records Check indicates that there is a criminal record for a relevant offence, and that the contractor may be a risk to children, the Board will ensure that the contractor is not placed in a position where they work with, or have unsupervised access to children.

D. Members of the BC College of Teachers

- i) The BC College of Teachers is responsible for obtaining Criminal Record Checks for all members including Teachers, Principals, Vice-Principals, Superintendents, and any other staff who are required to be members of the BC College Teachers.

E. Student Teachers

- i) The student teachers' post secondary educational institution is responsible for providing the School District with a Criminal Record Checks for student teachers.

2. Employees, volunteers, and contractors will be responsible for the cost of fingerprinting, if required.
3. Advisement of Criminal Record Check:

All advertisements for vacancies will bear the following statement:

"All applicants not currently employed by this School Board must sign a release to permit a criminal record review prior to confirmation of hiring."