



### **Criminal Record Check and Child Abuse Registry Check**

The Park West School Division is committed to providing a safe learning and working environment for students and staff. Park West School Division requires prospective employees to consent to a Criminal Record and Child Abuse Registry check as a condition of employment. This requirement is to include permanent, term, casual, and contract employees.

Criminal Record and Child Abuse Registry checks will also be required of volunteers who are in direct contact with students. This applies to classroom helpers, coaches, field trip supervisors, and extra-curricular trip supervisors.

The existence of such a record will not automatically exclude an individual from consideration to work/volunteer in the division. However, where a criminal record is present or when the individual has been listed on the Child Abuse Registry, the individual will be required to meet with the Superintendent/CEO to present, review, and discuss the matter(s) of record. Information obtained through the Criminal Record Check and the Child Abuse Registry Check will be considered in view of the requirements of the position for which the applicant is being considered.

While it is impossible for the division to provide an exhaustive list of offenses that would preclude employment, there are certain types of criminal behavior such as sexual or physical assault, which would generally exclude persons from being placed in a position of authority and/or trust with students and others. Additionally, there are other types of wrongful behaviors that may reasonably preclude individuals from working in the division where there is a bona-fide relationship between the criminal charge/conviction and the requirements of the job.

In the event the criminal record identifies convictions that indicate the individual may pose a threat to the safety of children or others, the division reserves the right to deny or terminate the employment of such individuals.

#### **Change in Status**

Any employee or volunteer experiencing a change in status with respect to their Criminal Record and/or Child Abuse Registry information or investigated or charged with a criminal offense under any federal or provincial legislation, is expected and required to report same to their immediate supervisor or to the Senior Administration immediately. The employee or volunteer will have the right to meet with the Superintendent/CEO in person.

**Failure to report a change in status may result in termination from the division or loss of volunteer privileges.**



### **Procedure for Criminal Record and Child Abuse Registry Checks**

#### **Employees:**

1. All applicants for employment shall complete the application forms for Criminal Record and Child Abuse Registry checks and acknowledge this as a condition of employment. The forms for Criminal Record checks can be obtained at the employee's local RCMP detachment. Child Abuse Registry check forms are available from the Division Office or from any of the divisional schools.
2. Employees who do not complete the verification of their Criminal Record and Child Abuse Registry checks within three (3) months, may have their employment suspended until the checks are completed.
3. Substitute/casual staff will be required to provide their completed Criminal Record and Child Abuse Registry checks prior to the start of their employment. They will not be added to any sub lists until these checks have been approved by the Division Office. Extenuating circumstances will need to be approved by the Superintendent/CEO.
4. An individual re-employed on a term, substitute/relief/casual basis from one year to another when there is not a break in employment, may not be required to provide the checks on an annual basis. For the purpose of this process, the division will not view the regular school breaks as a break in employment.

The Division will be responsible for determining whether an employee's service is considered continuous. Where there has been a significant break in service, updated Criminal Record and Child Abuse Registry Checks may be required.

5. Criminal Record and Child Abuse Registry checks (including Child Abuse Registry Self-Checks) that have been completed within the previous six (6) months may be accepted upon approval of the Superintendent/CEO.
6. All costs associated with the Criminal Record and Child Abuse Registry checks are the sole responsibility of the employee.
7. Employee checks will be maintained and tracked at the Division Office.



**Volunteers:**

1. A volunteer will be required to provide a current child abuse registry check and criminal record check if they:
  - have direct contact with students without regular and frequent teacher supervision
  - participate in overnight or extended activities/field trips.
2. The forms for Criminal Record checks can be obtained at the employee's local RCMP detachment. Child Abuse Registry check forms are available from the Division Office or from any of the schools within the division.
3. Volunteers who do not complete the verification of their Criminal Record and Child Abuse Registry checks within three (3) months, may have their volunteer privileges suspended until the checks are completed.
4. Criminal Record and Child Abuse Registry checks (including Child Abuse Registry Self-Checks) that have been completed within the previous six (6) months may be accepted upon approval of the Superintendent/CEO.
5. Volunteer checks will be maintained and tracked at the individual schools.
6. An individual who volunteers at the same school in consecutive school years may not be required to provide new Criminal Record and Child Abuse Registry Checks each year. The school principal will be responsible for determining whether the volunteer's service is considered continuous.

An individual whose volunteer service is not considered continuous may be required to provide updated checks. An individual who volunteers at a new or different school within the Division must provide updated Criminal Record and Child Abuse Registry Checks.