

## **CRIMINAL RECORD CHECK AND VULNERABLE SECTOR CHECK**

### **Background**

It is important that the District provides a safe and secure environment for students and staff.

### **Procedures**

1. The screening process for new employees will include a current (within three (3) months) Criminal Record Check and a Vulnerable Sector Check. These record checks will be at the expense of the prospective employee.
2. When an employee is either charged with, or convicted of, an offence, under the Criminal Code of Canada, the Controlled Drugs and Substances Act, the Child Youth and Family Enhancement Act or similar legislation, the employee is required to immediately inform the Superintendent and Human Resources in writing. A written explanation may accompany the notification.
3. 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 and Human Resources, in writing, of such limitations.
4. Failure by an employee to notify the Superintendent and Human Resources as required under this Administrative Procedure may justify termination of the employee's employment with the District.
5. The Superintendent and Human Resources may require an employee to provide a current (within three (3) months) Criminal Record Check and/or Vulnerable Sector Check at any time during the employment period.

Approved: May 1, 2019

Reference: Section 18, 20, 60, 61, 113 School Act  
Alberta Human Rights Act  
Child, Youth and Family Enhancement Act  
Freedom of Information and Protection of Privacy Act  
Personal Information Protection Act  
Teaching Profession Act  
Controlled Drugs and Substances Act  
Criminal Code  
Criminal Records Act  
Food and Drugs Act