

PRINCE ALBERT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 6

POLICY ITEM: Criminal Record Check	CODE: GBLL
LEGAL STATUS: Board Motion #148.06, #181.11, #221.17, #245.17, #117.25	DATE APPROVED: 11 Oct 2011, 18 Sep 2017, 16 Oct 2017, 25 May 2025

Background: The Board believes that a safe and secure learning and working environment should always be provided for all students and staff. The Board further believes that all employees, volunteers, and community members involved in partnership relations with Prince Albert Catholic Schools must be exemplary role models and positively represent the school division in the community. These beliefs reflect the principle of trust that is assumed in our society for anyone who directly or indirectly encounters students in a school setting.

POLICY: All persons recommended for employment with the Board or accepted in an intern or practicum placement shall provide a criminal record check, including the vulnerable sector check obtained from a local law enforcement agency, before commencing employment/placement. A criminal record check including the vulnerable sector check will be requested of individuals who provide ongoing contracted services to the school/school division. A criminal record check, including the vulnerable sector check, may be requested of other individuals who are in contact with students within the school division.

Guidelines:

1. This policy will be administered with fairness and care.
2. All persons recommended for employment with the Board of Education shall be required to obtain a criminal record check.
3. Interns and practicum students in teaching and support staff positions shall be required to obtain a criminal record check.
4. Employees contracted to provide services to students in the school/school division will be required to obtain a criminal record check.
5. Volunteers may be required to obtain a criminal record check at the request of the principal with due consideration to the extent of direct supervised/unsupervised contact with students. Any volunteer who has not submitted a criminal record check is not to be left alone with children or youth.
6. Volunteers who will be handling money may be required to submit a criminal record check or be under the supervision of a staff member.
7. If a criminal record check cannot reasonably be obtained before the expected start date of employment, employment may be offered contingent on receipt of the criminal record check satisfactory to the administration.

8. An original criminal record check that has been completed within the previous six months may be accepted.
9. A criminal record check will be required if there is an interruption of services to the school division of more than one year.
10. Where the criminal record check discloses possible criminal convictions or outstanding charges:
 - a. Before commencing employment, the prospective employee will be required to provide the administration with details of the record as disclosed by a fingerprint search of the central registry;
 - b. The prospective employee will be given an opportunity to provide to the administration further information or clarification concerning the contents of the record.
11. Employment shall be contingent upon receiving results of the criminal record check that are satisfactory to the administration.
12. All information obtained from any criminal record check shall be kept confidential.
13. Individuals shall be responsible for any costs associated with the obtaining of a criminal record check.

Procedures:

1. Requests for a criminal record check for all employees will be made with the offer of employment, and prior to acceptance in an intern or practicum placement, a contracted services position, or a volunteer position when deemed necessary.
2. Principals will request that a criminal record check be obtained from a person who provides contracted services and may be asked of a volunteer at the school using the appropriate school division request for a criminal record check form.
3. Principals will inform the Director of Education or designate if there is a need for follow-up on a criminal record check.
4. The record will be kept confidential and on file until its intended purpose no longer exists.