

## CRIMINAL RECORDS REVIEW PROCESS

### - POLICY -

The Board of Education acknowledges and accepts its responsibility to ensure that criminal record checks are conducted on all non-teaching employees. In fulfilling its responsibilities, the Board is governed by the Criminal Records Review Act (CRRRA), which came into force on January 1, 1996.

The Secretary-Treasurer will supervise the process for all employees, except those who hold certificates of qualification granted by the Teacher Regulation Branch of the Ministry of Education.

The Board also requires all volunteers, consultants and contracted workers 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.

### - REGULATIONS –

#### 1. New and/or Previous Employees

As a condition of employment, all new and/or previous employees will submit a signed authorization form and the prescribed fee for a criminal record review through the CCRA program. New employees who perform payroll or accounting duties may also be required to initiate a criminal record check through the local RCMP office.

#### 2. Existing Employees

Criminal record reviews must reoccur at least every five years. Therefore, on October 1, 2020, all existing employees will submit a signed authorization form for a follow-up criminal record review through the CCRA program. The Board will pay the prescribed fee.

#### 3. Volunteers

Adult volunteers at schools will be asked to undertake a criminal record check every two years. It is the responsibility of the principal of the school to initiate a criminal record check for volunteer workers through the local RCMP office.

#### 4. Consultants and Contracted Workers

Consultants and contracted workers who are likely to be alone in the company of students, without the presence of regular employees, will be required to agree to the criminal record check. Persons who do not participate may be disqualified from further services to the Board.

5. Protection of Privacy

For employees, volunteers, consultants and contracted workers, in all circumstances the process for criminal record checks will conform to the provisions of the Freedom of Information/Protection of Privacy Act concerning the collection, use and disclosure of personal information.

6. Sharing Forms

6.1 School District No. 85 will share Criminal Record Check Clearance Letters on current or previous SD85 employees with organizations that have submitted a valid Criminal Record Check Sharing Form.

6.2 To ensure the safety of our students, School District No. 85 will not use Criminal Record Check Sharing Forms to obtain criminal record checks previously completed through other organizations. New and/or previous SD85 employees must complete a new criminal record check as described under Regulation 1 of this policy.