

PRINCE ALBERT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 6

POLICY ITEM: Criminal Record Check	CODE: GBLL
LEGAL STATUS: Board Motion 148.06, 181.11	DATE APPROVED: 12 June 06 11 Oct 11

Background: The Board believes that a safe and secure learning and working environment should be provided for all students and staff at all times. The Board further believes that all employees, volunteers, and community members who are 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 obtained from a local law enforcement agency before commencing employment/placement. A criminal record check will be requested of individuals who provide ongoing contracted services to the school/school division. A criminal record 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.
 6. 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.
 7. An original criminal record check that has been completed within the previous six months may be accepted.
 8. A criminal record check will be required if there is an interruption of services to the school division of more than one year.
 9. 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.
10. Employment shall be contingent upon the receipt of results of the criminal record check satisfactory to the administration.
 11. All information obtained from any criminal record check shall be kept confidential.
 12. 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 requested 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 the purpose for which it was intended no longer exists.

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Prince Albert, SK S6V 1A1
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Email: info@cec.pacsd6.sk.ca

Criminal Record Check Application Form

Date: _____

To: Chief of Police / RCMP

_____ is applying for:

- a volunteer opportunity
- employment
- internship/practicum placement
- other: _____

He/she will be:

- working with children/youth
- handling money
- other: _____

Once the Police Criminal Record Check and appropriate documentation are complete, please return the form to the above named individual. He/she will return the form to our office for review.

Sincerely,

REMINDER:

You must have two pieces of ID with you (one photo ID and one of the following: SK Health Card, Social Insurance or Birth Certificate)