



XXXX: Criminal Record Review (AP)

Approved: 24 10 08

BACKGROUND

The Board of Education believes that students should be provided with a safe and secure environment in which to learn and will avoid employing or engaging persons who have a history of criminal activity of a nature that could threaten the safety of students.

Then the district acknowledges and accepts its responsibility to ensure that criminal record checks are conducted on all nonteaching employees who work with children. In fulfilling its responsibilities, the district is guided by the *Criminal Records Review Act*, (the “Act”) which came into force on January 1, 1996, and which is amended from time to time.

The “Act” applies to persons working with children in organizations that are licensed by, registered with, or receiving operating funds from the province including:

- teachers and new applicants to the Teacher Regulation Branch,
- non-teaching school district employees who work with children,
- post-secondary and secondary students doing practicums and work experience placements in childcare facilities,
- government employees “working with” students under 19 years old as part of the government Work Experience Program (GWEP)

The district requires all volunteers potentially having unsupervised access to children to authorize the school district to conduct a criminal record check through the British Columbia Ministry of Justice. The result of this criminal record check must be satisfactory to the district.

PROCEDURES

1. The *Criminal Records Review Act* (the “Act”) defines “working with children” to mean working with children directly or having or potentially having unsupervised access to children in the ordinary course of employment, in the practice of an occupation, during an education program, or while providing services as a volunteer.
2. In accordance with the *Act*, the district requires all new nonteaching employees to provide the district with a signed consent to a criminal record check form. The K-12 sector employees are subject to a Vulnerable Sector Check by the Ministry of Justice. This check verifies your identity based on birthdate and gender match with a pardoned sex offender. If identified as a match, you will be required to submit fingerprinting to verify your identity.
3. All non-teaching employees will be required to undergo a re-check every five (5) years.
4. **Members of the Teacher Regulation Branch:**

The Teacher Regulation Branch is responsible for obtaining completed and signed Consent to a Criminal Record Check forms from all new applicants for certification.



5. All Other Staff (excluding teachers and other registered professionals)

The district will obtain complete and signed Consent to a Criminal Record Check forms from all other successful applicants for positions classified within the *Act*'s definition of "works with children" (including those individuals who have previously had a criminal record check).

- 5.1 The secretary-treasurer's office, in conjunction with the human resources department, will be responsible for monitoring the administration of the *Act*.
- 5.2 Completion of consents for criminal record checks and disclosure forms are conditions of employment.
- 5.3 New employees from outside Canada or that received their certification from outside of Canada, may be requested to provide a criminal record check from their home country in addition to completing a criminal record check in British Columbia.
- 5.4 Criminal record checks are subject to a prescribed fee, which will be remitted by new employees and others required to undergo a criminal record check in accordance with this procedure.
- 5.5 If an employee is selected under the Vulnerable Sector Check for further identification, the employee is required to cover the cost of fingerprinting.

6. Post-Secondary Students Doing Practicums and Work Experience:

Post-Secondary students doing practicums or work experience placements must undergo a criminal record check.

7. Secondary Students Doing Work Experience:

Secondary students doing work experience placements must be assessed for suitability by both their school principal and the principal at the school they will be doing work experience at. Work experience students must be under the supervision of district staff and not assigned to work alone with students.

8. Government Employees as Part of The Government Work Experience Program:

Government employees "working with" students under 19 years old as part of the Government Work Experience Program must undergo a criminal record check.

9. Consultants and Contracted Workers:

Under the *Act*, contracted individuals working in the school are required to consent to the criminal record search process. The specific contract situation will be considered in determining whether the contractor is required to undergo a criminal record check.

10. Volunteers:

- 10.1 Adult volunteers, in accordance with Administrative Procedures 3110: School Volunteers will be required to authorize the school district to conduct a criminal record check through the British Columbia Ministry of Justice.



- 10.2 It is the responsibility of the school principal to initiate a criminal record check for volunteers and clear the individual for volunteer work based on the results of the check.
- 10.3 The district will maintain a record of adult volunteers with current criminal record checks. A criminal record check will remain valid for up to five (5) years and an individual cleared as a volunteer at multiple district sites.
- 10.4 If the record gives information that the school principal considers concerning the principal will arrange a meeting with the applicant for more information.
- 10.5 If an individual has not been cleared for volunteer work, they may request a meeting with the superintendent or designate.
- 10.6 The superintendent or designate will adjudicate questions about whether or not a volunteer should be required to have a criminal record check.

11. New Convictions or Outstanding Charges:

- 11.1 If an employee who works with children is charged with or convicted of a relevant offence subsequent to a criminal record check, the employee must promptly report the charge or conviction to the board and provide to the board a Consent form for a further criminal record check.
- 11.2 When the board becomes aware that an employee who works with children has an outstanding charge for, or has been convicted of, a relevant offence, the board must require the employee to provide a consent form for a further criminal record check.
- 11.3 If an employee is also a registered member of a professional organization, the board must take reasonable steps to notify the registered member's governing body that the board is acting under (Section 5 of this Administrative Procedure).

RESOURCES AND REFERENCES

Pacific Rim School District – 410: Criminal Record Review (P)
Pacific Rim School District – 3110: School Volunteers (AP)
Campbell River School District 72 – Operational Procedure 421
[Criminal Records Review Act](#)
[Teacher Regulation Branch](#)