

POLICY

No. D.9

CRIMINAL REVIEW OF EMPLOYEES, VOLUNTEERS, CONSULTANTS AND CONTRACTED WORKERS

*Adopted: 96-10-21
Reviewed: 01-11-19
Amended: 02-10-07
Amended: 07-01-08
Reviewed: 12-02-14
Reviewed: 13-01-08
Reviewed: 14-03-03
Reviewed: 15-02-10
Reviewed: 15-11-09
Reviewed: 16-11-14
Reviewed: 17-11-13*

Policy

All employees will be expected to comply with a criminal record check so as to assure parents and other employees that there are no past criminal convictions or charges which may compromise the safety of students and other employees. The Superintendent of Schools/Secretary-Treasurer will supervise the process.

Adult volunteers who may be alone with students, without the near company of other adults, will be asked to undertake a criminal record check. It is the responsibility of the administration of the school to initiate a criminal record check for volunteer workers.

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

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.

REGULATION

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Regulation

1. All employees will undergo a criminal record check as a condition of employment. The employee will be responsible for the cost of the criminal record check.
2. All adult volunteers who wish to assist on overnight field trips or other school activities and who will be required to be alone with one or more students without the near presence of other adults will be asked to participate in a criminal record check. The school administration will provide the necessary documents for such a review. The volunteer will be responsible for the cost of the criminal record check.
3. Consultants, contractors and contracted workers who may be alone in the company of students, without the presence of regular employees, will be required to agree to the criminal review procedure. The consultant, contractor, or contracted worker will be responsible for the cost of the criminal record check.
4. In the event that a criminal record check is returned noting that a criminal record may or may not exist, the Principal must meet with the individual involved to discuss and review the report before the individual volunteers or works at the school. The Principal may deny the individual access to the school.
5. A school administrator or the Superintendent of Schools/Secretary-Treasurer may refuse the services of a volunteer, consultant, contractor, or contracted worker who has not agreed to a criminal record check.