

**CRIMINAL RECORD REVIEW OF EMPLOYEES, VOLUNTEERS,
CONSULTANTS AND CONTRACTED WORKERS**

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 may 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 School Principal must meet with the individual involved to discuss and review the report before the individual volunteers or works at the school. The School Principal may deny the individual access to the school.
5. A school administrator or the Superintendent (or designate) may refuse the services of a volunteer, consultant, contractor, or contracted worker who has not agreed to a criminal record check.
6. 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.