



**Department: Human Resources**  
**Section: Employee and Labour Relations**

All school community members will be responsible for completing and submitting a “Child Abuse Register - Request for Search” form in compliance with the ***Children and Family Services Act (Nova Scotia)***.

**Specifically**

- 1.0 A school community member is defined in the *School Code of Conduct* as all adults whose role or jobs place them in contact with students in school settings and school activities. For the purposes of this Policy, “all adults” includes all administrative, teaching, and support staff in any capacity, board members, parents/guardians, community groups, parent/guardian school organizations, student teachers, host parents or any person associated with the school system in any capacity, including volunteers and contract employees.
- 2.0 The Director of Human Resources is responsible for ensuring that all new employees provide a completed “Child Abuse Register - Request for Search” Community Services approval letter prior to confirmation of their employment.
- 3.0 The principal/supervisor must ensure that volunteers who will have supervisory responsibility for individual students or groups of students, without the direct supervision by a teacher or other staff members of AVRSB, are screened through the Child Abuse Registry, prior to confirmation as a volunteer. (Examples of such volunteers are coaches, advisors for extra curricular activities, chaperones for trips and social events.)
- 4.0 The Director of Human Resources is responsible for tracking, recording and filing of completed Child Abuse Register searches in compliance with this policy and appropriate legislation.
- 5.0 Any offer of employment, opportunity to volunteer, do a student placement, or act as a host parent shall be contingent upon the school community member not being recorded on the Child Abuse Register.
- 6.0 All “Child Abuse Register - Request for Search” forms shall be submitted to the ***Child Abuse Register, Children and Family Services Division, Department of Community Services*** by the perspective employee or school community member.
- 7.0 The Director of Human Resources, or designate, shall be responsible to notify school administrators when a completed “Child Abuse Register - Request for Search” Community Services approval letter has been received and the volunteer is not recorded on the Child Abuse Register.
- 8.0 If a school community member is recorded on the Child Abuse Register, then the immediate supervisor will be advised that the school community member is not permitted to work or volunteer at any work site under the jurisdiction of the Annapolis Valley Regional School Board. The reason for such a decision will not be released in compliance with the ***Children and Family Services Act*** Section 66 (1) and (4).

- 9.0 The school community member will be advised in writing by the Director of Human Resources that she/he is not permitted to work, volunteer at any work site, or act as a host parent under the jurisdiction of the Annapolis Valley Regional School Board.
- 10.0 If a school community member is successful in his/her application to remove his/her name from the Register in compliance with the ***Children and Family Services Act*** Section 64, then a subsequent “Child Abuse Register - Request for Search” will be the responsibility of the school community member.
- 11.0 All information will be dealt with on a confidential basis.
- 12.0 The school community member is responsible to report to the Director of Human Resources in writing if she/he has been recorded on the Child Abuse Register after the initial Child Abuse Register search has been completed. Non disclosure shall result in immediate termination of the employee and/or cessation of volunteer activities.
- 13.0 The employee or volunteer may be requested to submit a new form to redo the process, even though they have already completed a Child Abuse Registry search.
- 14.0 All costs associated with the completion of a “Child Abuse Register - Request for Search” will be the responsibility of the school community member.

### **Monitoring**

- The Director of Human Resources is responsible for the implementation, monitoring and revision of this administrative procedure.
- This administrative procedure will be monitored annually.

**Superintendent Approved:** October 19/05

**Ref:** BP 305.8; Child Abuse Register Request for Search (Form A)

**Monitoring Date:** Annually

**Revised:** June 10/13; December 15/14