

Department: Human Resources
Section: Employee and Labour Relations

All school community members will complete a Criminal Records Check prior to confirmation of employment, student placement, becoming a host parent or volunteer service. All Criminal Records Checks done to meet the requirements of this Policy must include the “vulnerable sector check”.

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 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 member of AVRSB, are screened through a Criminal Records Check. (Examples of such volunteers are coaches, advisors for extra curricular activities, chaperones for trips and social events).
- 3.0 It is the responsibility of the school community members to complete and provide a Criminal Records Check to the Human Resources Department prior to receiving approval to work or volunteer at the school, student practicum placement, or act as a host parent.
- 4.0 The Director of Human Resources is responsible for tracking, recording and filing of completed Criminal Records Checks in compliance with this policy and appropriate legislation.
- 5.0 Any offer of employment, opportunity to volunteer, student placement, or hosting of students shall be contingent upon the completion of and outcome of a Criminal Records Check.
- 6.0 If a completed Criminal Records Check indicates that the school community member may have a criminal record, then,
 - 6.1 The Director of Human Resources, or designate, shall:
 - 6.1.1 review the Criminal Records Check with the applicant;
 - 6.1.2 ask the applicant if she/he has been charged under the Criminal Code or other Federal Statute:
 - 6.1.2.1 if the applicant has been charged under the Criminal Code or other Federal Statute, then the applicant will be asked:
 - 6.1.2.1.1 What were the charges?
 - 6.1.2.1.2 Was they convicted of the charges? If so, what was the outcome or disposition?
 - 6.1.2.1.3 In what province did this occur?
 - 6.2 The Director of Human Resources, or designate, will request that the applicant contact the court system for the province in which the conviction occurred and

request verification of the information, and provide the information to the Director of Human Resources.

- 6.3 The Director of Human Resources will review the information to determine:
- the nature of the offence;
 - the relevance of the criminal record to the position;
 - the number of offences; and
 - the timeframe of the offence.
- 6.4 If the Director of Human Resources determines that the offence is not related to the position, then the school community member and immediate supervisor will be so advised in writing. If the school community member is an employee, the documentation will be held in a confidential Human Resources file.
- 6.5 If the Director of Human Resources determines that the offence is related to the position, then the school community member will be advised that she/he is not permitted to work and/or volunteer at worksites, or act as a host parent under the jurisdiction of the Annapolis Valley Regional School Board.
- 7.0 If a school community member is charged under the criminal code or other Federal Statute after the initial Criminal Records Check has been completed, then the school community member must advise the immediate supervisor and Director of Human Resources as soon as possible providing all relevant information. The Director of Human Resources will be responsible for determining the relevance of the charges to the position. Failure to discuss such information may result in disciplinary action.
- 8.0 The employee or volunteer may be requested to submit a new form to redo the process, even though they have already completed a Criminal Records Check.
- 9.0 All information will be dealt with on a confidential basis.

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

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Monitoring Date: Annually

Revised: September 16/08; June 10/13; December 15/14