

The safety and protection of students is of utmost importance for East Central Alberta Catholic School Division. To ensure this, we take careful steps in selecting appropriate staff who will work in schools. Record checks play a crucial role in the employment and safety of our staff and students.

As per the Education Act section 229.1, East Central Alberta Catholic School Division is required to obtain a Criminal Record Check with Vulnerable Sector Check while hiring a teacher and every five (5) years while the teacher remains employed with the Division.

At East Central Alberta Catholic School Division, the safety of our students and staff is our main priority. We require all school division staff to undergo a Criminal Record Check with Vulnerable Sector Check upon hiring and again every five (5) years while they remain employed with the Division.

The purpose of this administrative procedure is to:

- ensure clarity and understanding of requirements for a Criminal Record Check and Vulnerable Sector check;
- provide guidelines for the provision and use of police information checks for Division employees; and
- comply with all legislative and regulated responsibilities.

Procedures

1. Criminal Record Checks, including Vulnerable Sector Checks and Child Intervention Record Checks, are required as a condition of employment.
2. The Criminal Record Check, including the Vulnerable Sector Check and the Child Intervention Record Check, will be kept confidential in the employee's personnel file at the Division Office.
3. All individuals who have been selected for employment at ECACS are required to obtain and provide the results of a Criminal Record Check, along with a Vulnerable Sector Check, to the Human Resources department. The cost for these record checks will be covered by the prospective employee.
4. All contracts and job offers shall be contingent upon the receipt of a clean *Criminal Record Check* and/or *Child Intervention Record Check*.
5. Updated Criminal Record Checks and Vulnerable Sector Checks must be provided by all employees every five (5) years thereafter to maintain employment. These record checks will be at the expense of the Division.

6. The Superintendent or designate may require an employee to provide a recent Criminal Record Check including Vulnerable Sector Check and/or Child Intervention Record Check at any time during the employment period. These records will be at the expense of the division and it is the responsibility of the employee to ensure that Human Resources receives an original or certified copy.
7. The employee is required to immediately inform the Deputy Superintendent when the employee is charged with or convicted of an offence under the Criminal Code of Canada, the Controlled Drugs and Substances Act, the Child, Youth and Family Enhancement Act, or similar legislation. A written explanation should accompany the notification.
8. An employee who is subject to any prohibitions, restrictions or orders; including but not limited to probation, recognizance or similar orders; issued or imposed by the court, a law enforcement agency or other government agency, that restrict or forbid the employee from having contact with minor children or that are otherwise relevant to the position held by the employee, shall immediately inform the Deputy Superintendent of such limitations. Offences and convictions that restrict the employee from performing their role may result in suspension or termination.
 - 8.1 Further assessment will be completed by the Superintendent or designate and will be based on the following criteria:
 - 8.1.1 The relevance
 - 8.1.2 The nature and severity
 - 8.1.3 The age of the charge
 - 8.1.4 The conduct
 - 8.1.5 The pattern
 - 8.1.6 Any reason to suggest a repeat
9. Failure by an employee to undergo a Criminal Record Check or Vulnerable Sector Check, as required, or to notify the Superintendent or designate of a criminal record, as required under this Administrative Procedure or any other Administrative Procedure, may result in discipline including and up to termination of employment.
10. The Principal is responsible for implementing a procedure to screen volunteers to ensure that they function with students in an appropriate manner.
 - 10.1 A volunteer is someone who assists school staff and/or students in curricular or extra-curricular activities and includes volunteer drivers. It does not include guest speakers, presenters, or visitors.
 - 10.2 Involvement on a regular basis is defined as providing active service at activities where students are present on more than three occasions in any school year.
 - 10.3 Schools shall maintain a list of volunteers who have presented the *Criminal Record Check* and *Vulnerable Sector Check* in compliance with this procedure.

Reviewed/Revised: March 2014, March 2016 December 2023

References: Section 52, 53, 197, 222 Education Act
Alberta Human Rights Act Child,
Youth and Family Enhancement Act
Freedom of Information and Protection of Privacy Act
Personal Information Protection Act
Teaching Profession Act
Controlled Drugs and Substances Act
Criminal Code Criminal Records Act
Food and Drugs Act
The Students First Act (Bill 85)
Grande Prairie Public School Division Administrative Procedure 400
Grand Yellowhead Public Schools Administrative Procedure 400

Cross Reference: Procedure 433 - Volunteers