

Administrative Procedure 401

CRIMINAL RECORD/VULNERABLE SECTOR/ INTERVENTION RECORD CHECKS

Background

It is important to provide a safe and secure environment for students and staff.

Procedures

1. The screening process for new employees will include a current (within twelve (12) months) Criminal Record or Vulnerable Sector Check and an Intervention Record Check. These record checks will be at the expense of the prospective employee.
2. When an 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, the employee is required to immediately inform the Associate Superintendent, Human Resources and Administration. A written explanation may accompany the notification.
3. 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, will immediately inform the Associate Superintendent, Human Resources and Administration of such limitations.
4. Failure by an employee to notify the Associate Superintendent, Human Resources and Administration may justify termination of the employee's employment with the Division.
5. The Associate Superintendent, Human Resources and Administration, may require an employee to provide a current (within six (6) months) Criminal Record Check or Vulnerable Sector Check and an Intervention Record Check at any time during the employment period.

Reference: Section 33, 52, 53, 197, 204, 222 Education Act
Alberta Human Rights Act
Child, Youth and Family Enhancement Act
Controlled Drugs and Substances Act
Criminal Code (Canada)
Criminal Records Act
Food and Drugs Act
Freedom of Information and Protection of Privacy Act
Personal Information Protection Act
Teaching Profession Act