

Division HUMAN RESOURCES	Policy Series 700	Policy # 700.1
Subject Risk Management	Replaces	
Responsible Authority <ul style="list-style-type: none"> • DIRECTOR OF EDUCATION • ASSISTANT DIRECTOR OF HUMAN RESOURCES 	Date Approved November 15, 2008	
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700.1(1) Policy Name

**Requirement for Criminal Reference Checks/
 Police Checks and Criminal Offence Declarations**

700.1(2) Policy Statement

- 700.1(2.1) The Director of Education for Nova Central School District requires that:
- 2.1.1 All new candidates for employment with the district must submit a satisfactory Criminal Reference Check (CRC), with a Vulnerable Sector Query, when submitting an application for employment.
 - a) If an employment application from a new candidate is not accompanied by a completed CRC, the application will not be processed until the CRC is received.
 - b) If applying for more than one position at a time, a candidate for employment is only required to submit one CRC.
 - 2.1.2 All post-secondary students applying to complete a work-term/placement with the district must submit a satisfactory CRC, prior to commencing work with the district.

- 2.1.3 All new volunteers with the district must submit a satisfactory CRC prior to commencing volunteer work with the district.
 - 2.1.4 All full-time, part-time and casual bus driver employees shall submit a satisfactory CRC to the district on an annual basis.
 - 2.1.5 Once they have submitted a satisfactory CRC and are employed by the district, all temporary and casual teaching and support staff (except for bus drivers) shall submit a *Criminal Offence Declaration* to NCS D on an annual basis.
 - 2.1.6 Except where an individual is on leave approved by the district an individual employee, post-secondary student or volunteer who has been away from the district (not working or volunteering) for more than three months, must submit an updated, satisfactory CRC to the district.
 - 2.1.7 Contracted service providers (private operators) must provide confirmation to the district that satisfactory CRCs or CODs have been completed by their employees, as deemed necessary by the district.
 - 2.1.8 Once a volunteer has submitted a satisfactory CRC to the district, s/he may be required to submit a COD, or to submit an updated Criminal Reference Check/Police Check, as determined necessary by the school administrator.
 - 2.1.9 It is the responsibility of the employee, post-secondary student or volunteer to notify the district about any charges or convictions that they may have.
- 700.1(2.2) A Criminal Reference Check must have been executed within one hundred eighty days (180) days prior to the date of submission of the CRC, and an application for employment, student placement or volunteer position to the district.
- 700.1 (2.3) The CRC and the COD Declaration shall be used to determine whether an individual has a record of offences which would render him/her unsuitable for employment, student placement or volunteer placement with the district.

700.1(3) Policy Rationale/Purpose

The Nova Central School District has a responsibility to provide a safe and secure working and learning environment. All reasonable precautions shall be taken to determine whether individuals pose a threat to students, employees or district operations, particularly those who have direct and regular contact with students and/or are in positions deemed to be safety-sensitive or with heightened risk. Individuals are required to complete a Criminal Reference Check or Criminal Offence Declaration, as part of the district's safety and security measures.

700.1(4) References

Canadian Police Information Centre: www.cpic-cipc.ca

700.1(5) Scope

This policy applies to:

- 700.1(5.1) All new candidates for positions of employment with Nova Central School District.
- 700.1(5.2) Bus driver employees of Nova Central School District.
- 700.1(5.3) Teaching and support staff who are employed with the district on a part-time, temporary or casual basis.
- 700.1(5.4) Individuals applying to volunteer with Nova Central School District.
- 700.1(5.5) Post-secondary students applying for work-terms/internships with Nova Central School District.
- 700.1(5.6) Individuals applying for government-sponsored employment or training with Nova Central School District, such as Job Creation Partnership (JCP) employees.
- 700.1(5.7) Contracted service providers (private operators) providing services for Nova Central School District.

700.1(6) Roles and Responsibilities

- 700.1(6.1) Responsible Division: **Human Resources**
 - 6.1.1 The **Assistant Director of Education for Human Resources** shall be responsible for the implementation, monitoring and revision of this policy.
 - 6.1.2 The **Assistant Director of Education for Human Resources** or his/her designate shall be responsible for ensuring that satisfactory Criminal Reference Checks and Criminal Offence Declarations are received by the district for employees and post-secondary students as required.
 - 6.1.3. **Managers and School Administrators** shall be responsible for ensuring that Criminal Reference Checks and Criminal Offence Declarations are completed as required by individuals volunteering with their divisions or schools. Where there are issues of concern, the Manager/School Administrator shall discuss and decide the matter with the Director of Education.
 - 6.1.4 The **Manager of Administrative Services (Finance and Administration Division)** shall be responsible for ensuring that confirmation of Criminal Reference Checks or Criminal Offence Declarations is submitted as required to

the district by contracted service providers (private operators).

- 6.1.5 The **Assistant Director of Human Resources**, in consultation with the Director of Education, shall determine if a criminal charge or conviction is a reasonable disqualification for employment or student placement with Nova Central School District.
- 6.1.6 The **Director of Education** shall determine if a criminal charge or conviction is a reasonable disqualification for volunteer placement with Nova Central School District.

700.1(7) Procedures

- 700.1(7.1) Completing a Criminal Reference Check**
700.1(7.2) Paying for a Criminal Reference Check
700.1(7.3) Submitting a Criminal Reference Check
700.1(7.4) Candidates for Employment
700.1(7.5) Students and Volunteers
700.1(7.6) Bus Driver Employees With Nova Central School District
700.1(7.7) Contracted Service Providers (Private Operators)
700.1(7.8) Criminal Offence Declarations (CODs)
700.1(7.9) Information Management - Criminal Reference Checks and Criminal Offence Declarations
700.1(7.10) Adjudication

**[Please refer to Operational Procedures for Nova Central School District].*

700.1(8) Definitions

- 700.1(8.1) **Criminal Reference Check** also known as:
- **Police Records Check**
 - **Certificate of Conduct.**
- Means a document concerning an individual that:
- 8.1.1 was prepared by a police force or service from the Canadian Police Information Centre (CPIC) database and local police files, AND
- 8.1.2 contains information concerning the individual's personal criminal history.
- 700.1(8.2) A **Vulnerable Sector Check** shall be required as part of a Criminal Reference Check. A vulnerable sector check will identify any offences, including sexual offences, for which an individual may have received a pardon.
- 8.2.1 When such a record is identified, the police agency will give the applicant a choice of disclosing the information to the screening organization or withdrawing from the screening process.

8.2.2 Criminal record verifications that include information from Vulnerable Sector Checks must be sent by the police agency to the third party directly.

700.1(8.3) A **Criminal Offence Declaration** is a written declaration by an individual, listing all of the individual's charges and convictions for criminal offences under the Criminal Code of Canada and provincial Acts, since last submitting a Criminal Reference Check or Criminal Offence Declaration to the district, and up to and including the date of the declaration.

700.4(9) Review

This policy shall be reviewed every two years.

700.2(10) School Policy

Schools and school district offices shall follow the district policy and procedures with respect to Criminal Reference Checks.