



700.1(7) Procedures

Policy 700.1

Requirement for Criminal Reference Checks/Police Checks

700.1(7.1) Completing a Criminal Reference Check (CRC)

All individuals who are required to complete a Criminal Reference Check shall be directed to the local police detachment serving their home community. For additional information on the process for completing a CRC, an individual should inquire at the local police detachment.

700.1(7.2) Paying for a Criminal Reference Check (CRC)

- 7.2.1 Candidates for employment with Nova Central School District shall normally be responsible for paying for a CRC, unless otherwise notified by the Human Resources Division.
- 7.2.2 There is normally no cost associated with obtaining a CRC for the purposes of serving as a volunteer or completing a student placement. Volunteers and students should check with their local police detachment to confirm whether there is a fee for obtaining a CRC.
- 7.2.3 Nova Central School District shall reimburse bus driver employees with the district for the cost of obtaining a CRC on an annual basis, as per a funding agreement with the Department of Education.
- 7.2.4 Contracted service providers and/or their employees shall be responsible for the costs of completing CRCs as required by the district, in accordance with their contract for services.

700.1(7.3) Submitting a Criminal Reference Check (CRC)

- 7.3.1 All candidates for employment should submit their CRC at the Nova Central School District office in Gander, attention Human Resources Division.

- 7.3.2 Post-secondary students should submit their CRC at the Nova Central School District office in Gander, attention Human Resources Division.
- 7.3.3 Volunteers should submit their CRC to the respective manager or school administrator at the site where they plan to volunteer.
- 7.3.4 Nova Central School District bus driver employees should submit their CRC to the Manager of Student Transportation (Finance and Administration Division).
- 7.3.5 Contracted service providers should submit confirmation of the completion of CRCs for themselves or their employees to the Manager of Administrative Services (Finance and Administration Division).
- 7.3.6 An original CRC or a certified copy satisfactory to the Human Resources Division is acceptable.
- 7.3.7 Nova Central School District reserves the right to require verification of the information contained in a CRC.

700.1(7.4) Candidates for Employment

- 7.4.1 Notifications shall be inserted in job advertisements from Nova Central School District that successful completion of a CRC is a condition of employment.
- 7.4.2 The Assistant Director (Human Resources) or his/her designate shall advise individuals being considered for employment with Nova Central School District that a CRC is required as a condition of employment.
- 7.4.3 Only candidates who submit a CRC shall be considered for employment.
- 7.4.4 If an individual terminates his/her employment for resignation or retirement purposes and then wishes to return to any employment capacity, the district shall consider this individual to be a new employee for the purposes of this policy, and shall require the submission of a satisfactory CRC.
- 7.4.5 A satisfactory CRC must be submitted to the district office and approved by the Assistant Director of Human Resources or his/her designate before an individual can commence employment with the district.

700.1(7.5) Students and Volunteers

- 7.5.1 Individuals applying for post-secondary student placements or internships with the district shall submit a satisfactory CRC as a condition of placement or internship, and before commencing work.
- 7.5.2 Individuals applying for volunteer placements with the district, including parent volunteers, shall submit a satisfactory CRC as a

condition of volunteer placement, and before commencing volunteering.

- 7.5.3 Any individual who stops volunteering for more than three consecutive months (other than the normal summer break), and then returns to volunteer with Nova Central School District, may be required to submit an updated CRC to the appropriate manager or school administrator upon return.

700.1 (7.6) Bus Driver Employees with Nova Central School District

- 7.6.1 All bus drivers with Nova Central School District shall be required to complete and submit a CRC on an annual basis.
- 7.6.2 In the event that the Assistant Director of Education (Human Resources) is made aware of information or concerns regarding possible offences by a current employee bus driver, he/she may require that individual to submit an additional CRC.
- 7.6.3 Any individual who takes a leave of absence for more than six months from his/her position as a bus driver with Nova Central School District shall be required to complete a CRC upon return.

700.1 (7.7) Contracted Service Providers (Private Operators)

- 7.7.1 Transportation Contractors are required to provide confirmation that Criminal Reference Checks have been completed as required, to The Manager of Administrative Services for Nova Central School District:
- i) Upon commencement of the contract AND
 - ii) On an annual basis thereafter.
- 7.7.2 All other contracted service providers must provide verification to the school district that their current employees have satisfactorily completed Criminal Reference Checks as deemed necessary by the Director of Education, in accordance with their contract.

700.1 (7.8) Criminal Offence Declarations (COD)

- 7.8.1 Once a satisfactory CRC has been submitted to the district by an individual, all teaching and support staff (except for bus drivers) who are employed on a temporary or casual basis with the district shall be required to submit a COD on an annual basis, or as otherwise deemed necessary by the Human Resources Division.
- 7.8.2 Once a satisfactory CRC has been submitted to the district for a volunteer, a COD shall be required for that volunteer on an annual basis.

- 7.8.3 Individuals are required to disclose any information on the declaration that would be similar to information reflected on a Criminal Reference Check. If an employee or volunteer is unsure about what they need to disclose on the declaration, s/he should contact the NCS D Human Resources Division for more information. S/he can also contact the local police detachment to determine the kinds of offences which would be listed on a CRC.
- 7.8.4 It is up to an individual to notify his/her supervisor about any charges or convictions they may have. NCS D considers it a serious offence for someone to make a false statement on a COD.
- 7.8.5 If an individual is found to have knowingly lied or omitted information on the form, the district will consider discipline, up to and including discharge from employment or placement.

700.1 (7.9) Information Management - Criminal Reference Checks (CRC) And Criminal Offence Declarations (COD)

- 7.9.1 CRCs and CODs for employees, students and contracted service providers shall be maintained at the Nova Central School District Human Resources Division.
- 7.9.2 CRCs and CODs for volunteers shall be maintained at the school or work site where they volunteer.
- 7.9.3 CRCs and CODs shall be destroyed in accordance with records management policies and procedures developed by Nova Central School District.
- 7.9.4 Information obtained through CRCs and CODs is confidential and shall only be used for the purpose intended.

700.1(7.10) Adjudication

- 7.10.1 Candidates for employment or placement shall not be automatically disqualified because of information obtained through a CRC or COD.
- 7.10.2 Where an individual is unable to obtain a satisfactory Criminal Reference Check, the Assistant Director of Education (Human Resources), in consultation with the Director of Education, shall review the information and consider the circumstances of the criminal record, including the following factors:
 - a) The length of time since the offence was committed.
 - b) The relevance of the criminal charge(s)/conviction(s) to the employment position or placement, and the risk posed to students, other employees or district operations.
 - c) The rehabilitative actions or other efforts undertaken by the individual.

- 7.10.3 Where there are issues of concern, the Director of Education and the Assistant Director of Education (Human Resources) shall make a final determination concerning the suitability of an individual and may:
- a) decline to confirm an offer of employment.
 - b) decline to approve an individual for placement or internship.
- 7.10.4 Where an employee provides information on a COD of a criminal charge or conviction, the case shall be adjudicated by the Assistant Director of Education (Human Resources) or his/her designate, and the Director of Education. They will make a final determination as to the suitability of the individual and may initiate a disciplinary process, up to and including termination.
- 7.10.5 Where an individual who is being considered for volunteer placement is unable to obtain a satisfactory Criminal Reference Check, or provides information on a COD of a criminal charge or conviction, the case shall be adjudicated by the Director of Education. S/he will decide the suitability of the individual for a new volunteer placement/continued volunteer role with the district.
- 7.10.6 The Director of Education shall approve in writing the employment or placement/internship of any individuals with criminal charges or convictions.