

STAFF CRIMINAL RECORD/CHILD ABUSE REGISTRY CHECK

1. All staff offered employment, will be required to provide a current Criminal Records/Child Abuse Registry Check at the time of employment and as a condition of employment. Checks completed within one year of application will be considered current.
2. All student teachers will have these Criminal Records/Child Abuse Registry completed.
3.
 - a) An individual re-employed by the Division, who has not previously provided the aforementioned checks to the Division, will be required to provide the checks as a condition of employment.
 - b) An individual who is re-employed on a term, substitute/relief/casual basis from one year to another, when there is not a break in employment, may not be required to provide the checks on an annual basis. For the purpose of this process, the Division will not view the regular school breaks as a break in employment. The offer of employment will continue to state disclosure of this information, at the discretion of the Division and at any time while the individual is in the employ of the Division, as a condition of employment.
4. The Division will deny the employment of individuals who have child abuse records.
5. The existence of a criminal record will not automatically exclude an individual from consideration to work in the Division. However, where a criminal record is evident, the individual will be required to meet with the appropriate Senior Administrator to present, review and discuss the matter(s) of record. Information obtained will be considered in view of the requirements of the job for which the applicant is being considered.
6. In the event the criminal record identifies charges/convictions that indicate the individual may pose a threat to the safety of children or others, the Division reserves the right to deny or terminate the employment of such individuals.

Cross Reference:

Approval Date:

Policy Review Date: June 12, 2013

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