Criminal Record Check / Child Abuse Check

Administrative Procedure 2.A.035

Board Governance Policy Cross Reference: 1, 5, 15
Legal Reference:
Date Adopted: December, 2015
Date Amended:
Date Reviewed: November, 2017; April 2019; October 2020

All staff offered employment, be it on a permanent, term or substitute/relief/casual basis, will be required to provide Criminal Record and Child Abuse Registry Checks at the time of employment and as a condition of employment.

The requirement for an individual who is re-employed by the School District of Mystery Lake to provide Criminal Record and Child Abuse Registry Checks at the time of re-employment will be at the discretion of the Superintendent. As a general practice:

- An individual re-employed by the district, who has not previously provided the aforementioned checks to the district will be required to provide checks as a condition of employment.
- 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 check on an annual basis. For the purpose of this process, the district will not view the regular school breaks as a break in employment. However, the employment letter of offer will continue to state disclosure of this information, at the discretion of the district and at any time while the individual is in the employ of the district, as a condition of employment.
- An individual who is re-employed by the district within 6 months of any previous employment with the district when the individual has provided the aforementioned checks, will generally not be required to provide checks again.
- An individual who is re-employed when a break in employment in excess of 6 months occurs, may be required to provide checks.

An individual working on a work experience practicum in the district or in another arrangement, such as a volunteer coaching situation, where the individual is not compensated directly by the district, but where he/she works with students on an individual or group basis and is not under continual direct supervision of a classroom teacher, administrator or other staff member, will be required to provide a Criminal Record and Child Abuse Registry Check prior to commencing his/her work.

Parent and other volunteers in schools who generally work under continual direct supervision of a classroom teacher and who work/volunteer for more than ten (10) hours per school year will be required to complete a Criminal Record and Child Abuse Registry Check.

Subsequent checks will be required by the district upon request. Employees are required to self-declare any events that may cause a change to these checks.

In the event a person declares or has incidents identified from these checks, a review of the incidents will be done by the Superintendent. The existence of such a record will not automatically exclude an individual from consideration to work in the district. However, where a criminal record is evident or when the individual has been listed on the Child Abuse Registry, the individual will be required to meet with the Superintendent of Human Resources to present, review and discuss the matter(s) of record. Information obtained through the Criminal Record Check and the Child Abuse Registry Check will be considered in view of the requirements of the job for which the applicant is being considered.

In the event the criminal record identifies convictions that indicate the individual may pose a threat to the safety of children or others, the district reserves the right to deny or terminate the employment of such individuals.