

**CRIMINAL RECORD CHECKS****Category:** Human Resources**Effective:** January 2022**Policy Statement**

Students and staff must be provided with a safe and secure learning environment. ASD-W will engage employees or volunteers in consideration of Policy 701 and nature of offense, date of offense or other applicable factors. ASD-W has a responsibility to ensure formal criminal record checks are conducted on all employees, students doing practicum and work experience, exchange teachers, service contractors and government and community agencies who work with children. The District also requires all volunteers who have the potential to have unsupervised access to children to provide a criminal record check.

Procedures

1. The completion of a formal criminal record check is part of the application and hiring process for all employees, volunteers and other adults who may have unsupervised access to children and youth in school activities.
2. All positive criminal record checks must be reviewed by the Director of Human Resources, Office of the Superintendent prior to working or volunteering with students.
3. All new employees, volunteers, students doing practicum and work experience, exchange teachers, service contractors and government and community agencies who work with children must provide a criminal record check that is no more than one (1) year old.
4. Employees, volunteers and other adults who may have unsupervised access to children and youth in school activities will be responsible to notify the Director of Human Resources in the Office of the Superintendent of all criminal charges that may be laid against them at the time the charge is issued (minor traffic violations are an exception).
5. Employees, volunteers and other adults who may have unsupervised access to children and youth in school activities charged with, or who are being investigated for, a criminal offence may be reassigned to home, dependent on the nature of the offence and its relationship to their duties.
6. Conviction of any criminal offence may result in the termination of employment with the School District.
7. ASD-W has a responsibility to carry out full investigations of unprofessional activities and a contravention of employment standards by staff and volunteers and



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administer suitable consequences regardless of the outcome of criminal investigations or possible charges. There may be circumstances where a district investigation is not required, based on clear information from outside investigative sources.

Reference

- Department of Education and Early Childhood Development [Policy 701: Policy for the Protection of Pupils](#)