

	<b>Chinook's Edge School Division – Administrative Procedure</b>	
	<b>AP 4 – 03 Criminal Record Check and Vulnerable Sector Check</b>	
<b>Related Policies:</b>	<b>Initial Approval:</b>	
<b>Related Procedures:</b>	<b>Last Amended:</b> 2023 January 19	
<b>Exhibits:</b> <b>RCMP Criminal Record Check Form Letter – Employment</b>	<b>Last Reviewed:</b> 2023 January 19	

## PURPOSE

The Division believes that Criminal Record Checks (CRC), and the Vulnerable Sector Check (VSC) are a required part of the hiring process for all new employees. Hiring is conditional upon receipt and review of a CRC and VSC.

## SCOPE

## DEFINITIONS

## PROCEDURES

1. Each new employee will be required to take the RCMP CRC Form Letter (Exhibit I) to their local RCMP Office when requesting a CRC and VSC. If the prospective employee does not provide this check, the applicant will no longer be considered for employment.
2. The prospective employee is responsible for uploading the completed check electronically during onboarding with People Services.
3. The information contained in the CRC and VSC may influence the decision to hire. Because of this, the prospective employee will have the opportunity to discuss the contents of the CRC with the selection committee if the candidate wishes. If not, the candidate will no longer be considered and advised of this in writing. In the event discussion of the CRC is required, the selection committee for this purpose shall consist of the Superintendent or designate, the appropriate supervisor as noted above and one other member of the original selection committee when appropriate.
4. Upon receipt of the CRC and VSC, the appropriate supervisor will review the CRC and VSC. The hiring process will then be complete.
5. If an employee is charged with an offence(s) under the *Criminal Code of Canada*, the *Controlled Drugs and Substances Act*, the *Child Youth and Family Enhancement Act*, or other similar legislation, the employee must inform the Associate Superintendent – People Services immediately of both the charge(s) and the disposition of the charge(s). A failure to immediately notify the Associate Superintendent – People Services of any charge(s) and the disposition of the charge(s) will lead to disciplinary action, up to and including termination of the employee's contract of employment. This requirement is set out in the Staff Handbooks governing the additional terms of employment for each group classification of employees (eg. Custodial Staff, Division Office Staff, Family School Wellness Worker, Hourly School Support Staff, School Salary Support Staff, Trades Apprentices & Labourers).

## REFERENCE AND LINKS

*Education Act*

## HISTORY

2011 Feb 10	Revised
2019 Nov 19	Revised
2019 Dec 17	Reviewed
2022 Sept 20	Amended
2023 Jan 19	Amended