

English Language School Board

OPERATIONAL PROCEDURE	
Criminal Record Check	
<i>Policy Section</i> Human Resources	<i>Procedure Number</i> 501.2
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<i>Supersedes:</i> ESD – GBAC-R1 Criminal Record Check – September 15, 2011	

1.0 INTRODUCTION

The English Language School Board has a responsibility to provide a safe and secure working and learning environment. All reasonable precautions shall be taken to determine whether individuals pose a threat to students, employees or school board operations. Individuals are required to complete a Criminal Reference for the Vulnerable Sector, as part of the school board's safety and security measures.

2.0 FACTORS

- 2.1 All candidates who are being considered for employment will be required to submit to a current Criminal Record Check for the Vulnerable Sector prior to employment.
- 2.2 Any cost to obtain the current Criminal Record Check or a criminal abstract will be the responsibility of the individual candidate.
- 2.3 A copy of the current Criminal Record Check and, if applicable, criminal abstract, will be entered into the candidate's file and the original returned to the candidate.
- 2.4 Permanent employees of the English Language School Board may be required to provide a Criminal Record Check for the Vulnerable Sector at the request of the Director of Human Resources or designate. Cost of such record shall be the responsibility of the Board.
- 2.5 All Criminal Record Checks and, if necessary, criminal abstracts will be forwarded to the Director of Human Resources or designate who will adjudicate any findings of a criminal nature in conjunction with legal counsel and the immediate supervisor of the position.

3.0 CROSS REFERENCES

- a) 501 Recruitment and Hiring Policy
- b) 501.1 Recruitment and Hiring Operational Procedure
- c) 501.3 Criteria for Adjudicating a Criminal Abstract Operational Procedure