



Administrative Procedure 400 – Appendix A

CRIMINAL RECORD CHECK AND CHILD INTERVENTION RECORD CHECKS

Background

It is important to provide a safe and secure environment for students and staff.

Procedures

1. The screening process for new employees will include a current (within six (6) months) Criminal Record Check and a Child Intervention Record Check. These record checks will be at the expense of the prospective employee.
2. When an employee is either charged with, or convicted of, an offence, under the Criminal Code of Canada, the Controlled Drugs and Substances Act, the Child Youth and Family Enhancement Act or similar legislation, the employee is required to immediately inform the Superintendent, Human Resource Services. A written explanation may accompany the notification.
3. An employee who is subject to any prohibitions, restrictions or orders; including but not limited to probation, recognizance or similar orders; issued or imposed by the court, a law enforcement agency or other government agency, that restrict or forbid the employee from having contact with minor children or that are otherwise relevant to the position held by the employee, shall immediately inform the Superintendent, Human Resource Services of such limitations.
4. Failure by an employee to notify the Superintendent, Human Resource Services as required under this Administrative Procedure may justify termination of the employee's employment with the Division.
5. The Superintendent, Human Resource Services may require an employee to provide a current (within six (6) months) Criminal Record Check and/or Child Intervention Record Check at any time during the employment period.

Adopted: June 30, 2017
Reviewed/Revised: February 5, 2021

Reference: Education Act, Sections 51, 52, 53, 54, 196, 197, 222
Alberta Human Rights Act
Child, Youth and Family Enhancement Act
Freedom of Information and Protection of Privacy Act
Teaching Profession Act
Controlled Drugs and Substances Act
Criminal Code
Criminal Records Act