

Administrative Procedure 400-1 - Appendix A

Criminal Record Check with Vulnerable Sector

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 with Vulnerable Sector. This record check will be at the expense of the prospective employee.
2. When an employee is investigated, 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 Assistant Superintendent of Human Services. A written explanation may accompany the notification.
3. Where receiving the required check is not possible prior to commencement of employment the Assistant Superintendent of Human Services shall provide a declaration for the employee to sign ([Form 400-2](#)).
4. 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 of such limitations.
5. Failure by an employee to notify the Superintendent as required under this Administrative Procedure may justify termination of the employee's employment with the Division.
6. The Superintendent may require an employee to provide a current (within six (6) months) Criminal Record Check with Vulnerable Sector at any time during the employment period.
7. Certificated staff shall provide an updated Criminal Record Check with Vulnerable Sector every five (5) years.

Reference: Section 33, 52, 53, 68, 196, 197, 204, 222, 225 Education Act
Alberta Human Rights Act
Child, Youth and Family Enhancement Act
Protection of Privacy Act

Personal Information Protection Act
Teaching Profession Act
Controlled Drugs and Substances Act
Criminal Code
Criminal Records Act
Food and Drugs Act

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