

## Administrative Procedure 400 – Appendix A

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### REFERENCE RESEARCH AND CRIMINAL RECORD CHECK (Casual, Part Time, Temporary Substitute Teachers)

#### Background

The Division determines to recruit, hire and maintain the best employees possible.

#### Procedures

##### 1. Reference Research Protocol for all Permanent Staff

- 1.1 The Director and all designated administrators will develop and maintain a thorough, objective and professional Reference Research Protocol.
  - 1.1.1 The protocol shall outline appropriate steps for administrators to take in collecting, recording, retaining and sharing researched reference data.

##### 2. Criminal Record Screening for all Permanent Staff

The Division, in its commitment to keep its schools, and the communities they serve as safe as possible, shall mandate a criminal records screening process.

- 2.1 All positions being advertised will explicitly state in the advertisement that prospective candidates will be required to provide a criminal record check.
- 2.2 All staff (including substitute teachers and casual staff) recommended for employment with the division shall be required to provide the HR office a current criminal records check (within 6 months) obtained from a local law enforcement agency.
- 2.3 If a criminal records check cannot be reasonably obtained before the expected start date of employment, employment will be contingent on a criminal records check satisfactory to the supervisor and HR Manager.
- 2.4 If a criminal record check proves positive employment will be contingent upon further review by the Superintendent of Education who will then present it to the Director for final review and decision.
- 2.5 Where the criminal record check requires further details substantiated by a fingerprint search of the central registry to disclose possible criminal convictions or outstanding charges:
  - 2.5.1 Before being considered for employment, the prospective candidate will be required to provide the HR office with both the criminal record check and fingerprint search document of the central registry;
    - 2.5.1.1 If finger print analysis is required, the candidate will provide the HR office with a signed authorization to release letter addressed to the RCMP Commissioner allowing the HR

office access to required candidate central registry  
information from Ottawa;

- 2.5.2 The prospective candidate will be required to fill out a criminal reference check statement outlining the charges which will be declared on the criminal record check and finger print report;
- 2.5.3 The prospective candidate shall be given an opportunity to provide to the Superintendent of Education further information or clarification concerning the information disclosed on the above documents;
- 2.5.4 The Superintendent of Education will then be required to review the disclosed information with the Director who will then present it to the Board for final review and decision.
- 2.6 Employment shall be contingent upon the receipt of results of the criminal record check and child abuse record check satisfactory to the Division.
- 2.7 All information obtained from the criminal record check provided by an employee shall be kept confidential.

Reference: Sections 85, 87, 108, 109, 110, 174, 175 Education Act  
Human Rights Code