

CRIMINAL RECORDS CHECK POLICY

(see Criminal Records Review Act, 1996)

PREAMBLE

The Criminal Records Review Act requires that criminal records reviews be conducted on all existing and new employees and persons contracted to provide services, who work with students or have the potential to work with students.

POLICY

All offers of employment shall be conditional on the successful applicant providing a criminal records check through the Criminal Records Review Program (Ministry of Public Safety and Solicitor General). Additionally, the Principal may require documentation certifying that the candidate is medically fit for the position.

ADMINISTRATIVE PROCEDURES

1. The requirements of the Criminal Records Review Act and Board Policy will be met as follows:

1.1 The BC College of Teachers will conduct criminal record reviews for all current and future teachers who possess a teaching certificate. The College will notify the school district by double registered mail of the names of any member identified as posing a risk to children.

1.2 The administration will conduct criminal records reviews for **ALL** other employees, and for persons engaged in service contracts, where the nature of the service contract will require working with children directly or having or potentially having unsupervised access to children.

2. It is a condition of employment, and continuing employment, and a condition of contracted services to comply with the requirement to undergo a criminal record review and to meet the requirements of the Criminal Records Review Act. As a result, the school will maintain a spreadsheet to indicate when the criminal checks expire for renewal and when new employees have submitted their criminal checks certification for the school to file. Renewal notifications should be given in May before the next school year begins.

3. New Employees (Other than Certified Teachers)

When an individual is offered employment, they shall be advised that the offer is **conditional upon the result of the criminal record review**. A new employee may only commence work if they have submitted a criminal record check authorization, otherwise the offer of employment is cancelled.

4. Current Employees

A current employee will need to renew their criminal records check before the renewal date. If a current employee is declared through the review process to be a risk to children, the current employee will no longer meet the qualifications for employment with Maria Montessori Academy and employment will be terminated.