

# SCHOOL DISTRICT NO. 48 (SEA TO SKY)

## REGULATION SERIES 400 - STAFF PERSONNEL

### R 401            EMPLOYMENT PRACTICES R 401.3        Criminal Record Check

This Regulation provides the specific requirements for a criminal record check

#### 1. Offer of Employment

An offer of employment with the School District shall initially be a preliminary offer which shall be conditional on the applicant undergoing a criminal record ~~check~~ and the information received being considered by the Secretary-Treasurer or designate. Information from this search may result in the offer of employment being withdrawn.

#### 2. Scope of the Regulation

2.1 This Regulation applies to all School District employees.

2.2 This Regulation applies to all personnel who are temporarily employed, including independent contractors, student teachers, exchange teachers, and persons on work experience assignments who may work with children directly or have or potentially have unsupervised access to children.

2.3 This Regulation may also apply to volunteers who have unsupervised access, or regular contact with students or who volunteer on overnight trips.

2.4 Criminal Record Checks will be repeated at least once every five years for School District employees.

#### 3. Categories of Persons with Respect to this Regulation

3.1 Teachers, Principals, Vice-Principals, Superintendents and any other employees who are required to be members of the College of Teachers.

The B. C. College of Teachers is responsible for obtaining completed Criminal Record Check Authorization forms from all members including teachers, principals, vice-principals, and superintendents and any other employees who are required to be members of the BC College of Teachers and all new applicants for certification, and for completing the Criminal Record Check.

.../2

3.2 CUPE Members

The Board will obtain completed Criminal Record Check Authorization Forms from all CUPE employees and complete the Criminal Record Check.

3.3 Exempt Staff and Other Staff not within the categories above

The Board will obtain completed Criminal Record Check Authorization Forms from all exempt staff employees and complete the Criminal Record Check.

3.4 Volunteers

Although the *Act* does not apply to most School District volunteers, the Board requires all volunteers potentially having unsupervised access and/or regular contact with students or those who volunteer on overnight trips to authorize the local RCMP office to conduct a criminal record check. The result of this criminal record check must be satisfactory to the Board.

3.5 Independent Contractors

The Board may request completed Criminal Record Check Authorization Forms from independent contractors who may work with children directly or have, or potentially have, unsupervised access to children, and complete the Criminal Record Check.