

## Administrative Procedure 401

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### CRIMINAL RECORDS SEARCH

#### Background

Pursuant to legislation requirements, the District will ensure the protection of District school children by requiring a criminal record search of all District staff.

To ensure the protection of children, any prospective employee will be required to authorize a criminal record check pursuant to the Criminal Records Review Act.

#### Procedures

1. All newly hired staff will receive the authorization form for a criminal record check in their employment packages.
2. Newly hired staff must submit the form (Form 401-1) and payment for the criminal record check to the Human Resources Department prior to starting their assignment. This consent form will be forwarded by the department to the Criminal Records Review Program.
3. Employment will be subject to clearance by the Criminal Records Review Program. In the event of an adverse decision regarding employability of an applicant, the applicant will be informed of the reason for the decision.
4. All individuals will be required to undergo a re-check every five (5) years.

Reference: Sections 20, 22, 65, 85 School Act  
Criminal Code of Canada  
Criminal Records Review Act  
Food and Drugs Act  
Public Safety Statutes Amendment Act