



Rolling River School Division

ADMINISTRATIVE PROCEDURE

GCDA – PERSONNEL RECORDS CHECKS

Personnel Record Checks are defined as:

- a Criminal Record Check including a Vulnerable Person/Sector Check or other background check with law enforcement agencies and
- a Provincial Child Abuse Registry Check pursuant to Section 19.3(3) of the Child and Family Services Act.

As a condition of employment, all employees are required to provide and/ or authorize the Rolling River School Division to conduct or obtain Personnel Record Checks.

Personnel record checks may be required for other individuals working the school division in a relationship other than direct employment.

All costs associated with the above requirements are the responsibility of the individual employee, Trustee or other individual that requires the Personnel Record Check.

1. All staff offered employment, be it on a Permanent, Term, or substitute/relief/casual basis, will be required to provide a criminal record check disclosure, Criminal Record Check, Vulnerable Person/Sector Check (CRC) and Child Abuse Registry Check (CARC) at the time of employment and as a condition of employment. These checks must be received by the school division prior to the employee commencing work.
2. The school division will accept an original personnel check document (CRC or CARC) that is dated within two (2) weeks from the date of submission of the Substitute Teacher application, the date of the letter of offer or the start date of employment. If the applicant requests to retain the original documents (CRC and CARC), the school division will take photocopies of the original documents and stamp them ORIGINAL VERIFIED and sign and date.

The exceptions to this requirement are:

- Student teachers that are approved for casual / substitute employment. A Criminal Record Check and Child Abuse Registry Check will not be required during the period a student is student teaching. However, if the student teacher wants to continue to be approved as a Substitute Teacher in school year following their graduation, they must complete a regular Substitute Teaching application and provide the required current Teacher Certificate, Criminal Record Check and Child Abuse Registry Check.
- In the event there is an immediate need for the employee to start work or there are delays in receiving the original criminal record check due to processing issues with the local police authority, the school division will

accept, as an interim check, a copy of the employee CRC that has been completed in the past year. In this situation, the school division will require a current original check to be submitted within one month of commencing employment. If the current CRC is not submitted within the 3-month timeframe, the employee will be removed from the assignment pending the receipt of the CRC.

3. Where a criminal record is evident or when the individual has been listed on the Child Abuse Registry, the individual will be required to meet with the appropriate Senior Administrator to present, review and discuss the matter(s) of the record. Information obtained through the Criminal Record Check, Vulnerable Person/Sector Check and the Child Abuse Registry Check will be considered in view of the requirements of the job for which the applicant is being considered.
4. Where a Criminal Records Check is inconclusive or indicates that a Criminal Record may or may not exist, the Division will require the individual to obtain a fingerprint check to verify the actual record. The individual will be required to meet with the appropriate Senior Administrator to present, review and discuss the matter of the record. The individual may be approved to work pending the results of the fingerprint check subject to the approval of the Superintendent.
5. Copies of the Criminal Record Check, Vulnerable Person/Sector Check and Child Abuse Registry Checks previously issued by other employers / agencies will not be accepted.
6. The requirement for an individual who is re-employed by the Division to provide Criminal Record Check, Vulnerable Person/Sector Check and Child Abuse Registry Checks at the time of re-employment will be at the discretion of the Superintendent. As a general practice:
 - An individual re-employed by the Division, who has not previously provided the aforementioned checks to the Division, will be required to provide the checks as a condition of employment.
 - An individual who is re-employed on a Term, substitute / relief / casual basis from one year to another, when there is not a break in employment may not be required to provide the checks on an annual basis. For the purpose of this process, the Division will not view the regular school breaks as a break in employment. However, the employment letter of offer will continue to state disclosure of this information as a condition of employment, at the discretion of the Division and at any time while the individual is in the employ of the Division, as a condition of employment.
 - An individual who is re-employed by the Division within three (3) months of any previous employment with the Division when the individual has provided the aforementioned checks, will generally not be required to provide the checks again.
 - An individual who is re-employed, when a break in employment in excess of three (3) months occurs, will be required to provide the checks.

7. School Based Volunteers will be required to complete a Criminal Record Check, Vulnerable Person/Sector Check and Child Abuse Registry Checks (as per School Based Volunteers Policy and Regulations IICC).
8. The Division may apply the provisions of this policy and regulations to individuals working in a voluntary capacity in the Division at the discretion of the Superintendent.

Date Adopted: June 5, 2003

Date Reaffirmed: October 24, 2007

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