Criminal Record and Child Welfare Checks

Belief

Criminal Record with Vulnerable Sector and Child Welfare Checks are a required part of the hiring process for all new employees.

Procedures

1. All applicants for employment must declare whether the applicant has a criminal or child intervention record.

2. All applicants offered employment must be advised in writing that employment is conditional upon the receipt and evaluation of their Criminal Record with Vulnerable Sector and the Child Welfare checks, even if employment has started before the check clearance is completed.

3. The cost of any of the required checks is the responsibility of the applicant.

4. If an applicant is being considered for employment and the employee’s Criminal Record with Vulnerable Sector and/or Child Welfare checks discloses a record, which the applicant has not previously declared, the applicant must be offered an opportunity to explain the discrepancy.

5. If an applicant discloses a criminal and/or child welfare record, that information must be forwarded to the Associate Superintendent Personnel to review the suitability of the applicant based on the following criteria:
   
   5.1 type of charge or offence;
   
   5.2 the age of the charge or offence;
   
   5.3 the type of work the applicant is being considered for;
   
   5.4 whether the record has an impact on the applicant’s ability to perform those duties;
   
   5.5 whether the behavior associated with the offence(s) if repeated, will pose a threat of physical or sexual abuse to children or others; and
   
   5.6 any other factor which the Associate Superintendent Personnel deems relevant.

Reference: School Act Sections 60, 61