



HUMAN RESOURCES

CRIMINAL RECORD REVIEW 303

Rationale

Legislation in the Province of British Columbia requires all employees who work with children to undergo a criminal record check. The Act affects all teachers and any other employees who work with children, including support personnel.

Policy

All employees who work with children must have a criminal record check done at the time of hiring as a condition of employment.

Procedure

- **Teachers:**
All criminal record searches will be done through the Teacher Regulation Branch. All teachers must complete a criminal record check every five years. Members will submit the "Consent to a Criminal Record Check" form (available online) directly to their governing body.
- **All Other Employees:**
All criminal record searches will be done by the school, in conjunction with the Superintendent's Office. All employees must undergo a criminal record search every five years. The employee will receive his/her "Consent to a Criminal Record Check" form from their school. The completed and signed form must be returned to the Principal who will forward it to the Superintendent. **Note:** For all employees, the employer is to be listed as "*The Catholic Independent Schools of Vancouver Archdiocese*".

The Superintendent's Office, upon receiving the results of the Criminal Record Check from the Ministry of Public Safety and Solicitor General, will either:

- notify the school that the employee has no relevant record, or;
- notify the Board of Directors that the employee has a relevant record, at which time the Board will take appropriate action in accordance with legislation.

The Superintendent's Office will be responsible for filing all results from the Criminal Record Check.

Reference: Minister of Public Safety and Solicitor General: Criminal Record Checks Teacher Regulation Branch: Criminal Record Check BC Guide for Independent Schools: Criminal Record Check Procedures	Approved: Board of Directors
	Date Approved: December 4, 2007
Cross-reference: CISVA Policy 425 Volunteers	Date(s) Revised: October 5, 2010 Revised November 28, 2012