



# SCHOOL DISTRICT #49 (CENTRAL COAST)

## Administrative Procedures Manual

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### **Administrative Procedure: H-1 Staff Criminal Record Checks**

Date: January 16, 2007 Updated: November 30, 2018

1. All applicants will be required to consent to a criminal record check by the Criminal Records Review Program of the Ministry of Public Safety and Solicitor General.
2. For each applicant being given serious consideration for a position, the criminal record check will be processed by the CRRP.
3. Offers of employment will be conditional upon the receipt of a clearance letter from the CRRP indicating that the applicant does not present a risk of physical or sexual abuse to children.
  - 3.1. No person will be discriminated against with respect to employment because of his/her conviction for a criminal or summary conviction charge that is unrelated to the employment or to the intended employment of that person.
4. Procedures will ensure a maximum degree of confidentiality and will meet the requirements of human rights legislation.
5. Individuals offering their services without compensation in the schools or on school sponsored activities will be requested to voluntarily submit to a consent to a criminal record check in accordance with the volunteer procedures.
6. Employees of the Board may be asked to resubmit a consent to a criminal record check for every five years of employment