



# HOLY FAMILY ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 140

## OPERATIONS AND PROCEDURES

CATEGORY: HUMAN RESOURCES  
 TITLE: RECRUITMENT AND PLACEMENT  
 CODE: 4035 Criminal Record Search and Confidential Disclosure

Reference Matrix	
Education Act (1995)	Section 85, 87
Other Relevant Acts	
Holy Family Related Procedures	
Holy Family Related Manuals	Holy Family RCSSD No. 140 Board of Education Policy Manual
Resources (Ministry, SSBA, SCSBA, etc.)	
Date Processed	June 1, 2016

### Background:

The Board of Education for the Holy Family RCSSD No. 140 considers that it is its responsibility, in as far as it is possible, to provide a safe environment for all the students entrusted to its care and also to provide a safe workplace for its employees.

In keeping with this philosophy, the Board has developed a screening process wherein all potential employees or volunteers provide information concerning criminal background and/or professional standing.

The Board will require a current criminal record search/vulnerable sector check on all potential employees or volunteers. The staff member must also fill out and sign [OP 4035 Appendix 1 Confidential Disclosure Form](#).

### Procedures:

1. An original, current (issued within six months of application date) criminal records search including a vulnerable sector check is required from:
  - 1.1. Any applicant being recommended for employment with the Holy Family RCSSD No. 140;
  - 1.2. Intern Teachers;

- 1.3. Any person wishing to act as a volunteer for school sponsored activities;
- 1.4. Volunteer coaches.
2. The criminal record search as it pertains to recommendations for suitability of employment includes:
  - 2.1. All criminal convictions.
3. Failure to cooperate in providing a criminal record search, or submitting an inaccurate, false, or misleading criminal record search constitutes grounds for dismissal, refusal to offer employment, or withdrawal of any offer of employment.
4. The individual required to provide a criminal record search is responsible for any associated costs.
5. In situations where the applicant is requesting casual employment, the results of the criminal record search must be submitted before any placement.
6. Results of criminal record searches submitted to the division shall be kept confidential.
7. Copies of employee criminal record searches will be stored in the employees personnel file.
8. If they so wish, individuals may attach statements of explanation to the criminal record search they submit.
9. The Director of Education or designate will develop a process to review, assess, and make recommendation about the employment of any individual who submits a criminal record search that indicates a conviction. The review and assessment will consider:
  - 9.1. The nature and circumstances of the conviction;
  - 9.2. The age of the individual when the conviction occurred;
  - 9.3. The time elapsed between the conviction and the application for employment;
  - 9.4. Rehabilitative measures undertaken since the time of conviction;
  - 9.5. Commitment to those measures, demonstrated by refraining from criminal activities;
  - 9.6. Any relationship between the position for which the individual is applying and the

nature of the conviction;

9.7. Any extenuating circumstances noted by the individual.

10. An individual who receives a pardon or has a criminal conviction removed from the record, may submit a new criminal record search. Any previously submitted criminal record search information would be returned upon request.