

**TRI-COUNTY REGIONAL CENTRE FOR EDUCATION
POLICY and PROCEDURES**

TITLE	EFFECTIVE DATE	REVISION DATE	PAGE
No. 850 REFERENCE CHECKS – APPLICATIONS FOR EMPLOYMENT, SCHOOL VOLUNTEERS AND OTHERS	February 4, 2003	December 12, 2006 April 14, 2015	1 of 4

It is the policy of the Tri-County Regional Centre for Education to ensure that students attending schools under its jurisdiction are protected by taking reasonable precautions to screen prospective (new) employees, volunteers and others visiting schools.

PROCEDURE under Policy No. **850**

1. Application and Scope:

This policy applies to:

- a) all prospective employees recommended for employment with the Tri-County Regional Tri-County Regional Centre for Education; and b) prospective volunteers who:
 - are considered regular or long term;
 - are responsible for individual students or groups of students without direct supervision of staff;
 - chaperone students overnight; and
- c) outside agency workers; and
- d) others at the discretion of the principal.

2. Requirements:

All applicants for employment with the Tri-County Regional Centre for Education will include with their application the name, address and telephone number of at least three (3) references, one of which may be a character reference.

Prospective employees with the Tri-County Regional Centre for Education will be required to provide - a completed Department of Community Services, Child Abuse Register – Request for Search (Form A), and provide the Tri-County Regional Centre for Education with a Criminal Record/Vulnerable Sector Check.

PROCEDURE under Policy No. **850 (cont'd)**

Prospective volunteers, identified by this policy, will be required to complete the Department of Community Services, Child Abuse Register – Request For Search (Form A), and provide the Tri-County Regional Centre for Education with a Criminal Record/Vulnerable Sector Check as a prerequisite for being a volunteer.

Workers of outside agencies (i.e. Family Services, library services, health care, etc) will not be required to complete Child Abuse Registry and Criminal Record/Vulnerable Sector Check forms as a prerequisite for visiting schools if the workers have undergone these checks as a requirement of their employment with their respective agency.

Requirements: (cont'd)

In an instance where an offer of employment or acceptance for volunteering has been given and the Criminal Record/Vulnerable Sector Check and/or Child Abuse Registry check document outstanding charges or prior convictions that indicate that the person could pose a risk to students, the offer of employment or acceptance for volunteering shall be withdrawn.

An offer of employment for a person who commences work prior to the completion and verification of the Criminal Record/Vulnerable Sector Check and/or Child Abuse Registry check shall be conditional upon there being no outstanding charges or prior convictions which indicate that the person could pose a risk to students.

A condition of employment for persons hired following the adoption of this policy shall be to self-declare any criminal conviction(s) to the Director of Human Resources that occur subsequent to their hiring.

2. Procedures:

Prospective employees will initiate the Criminal Record/Vulnerable Sector check and shall provide the documentation to Human Resources Department of the Tri-County Regional Centre for Education. The Human Resources Department may direct the applicant to initiate the check through a specific police station or agency. Any fee charged for this check shall be the responsibility of the applicant.

The Human Resources Department of the Tri-County Regional Centre for Education will provide the necessary forms and instructions to initiate the process of the Child Abuse Registry check for all prospective employees recommended for appointment to positions with the Tri-County Regional Centre for Education. Any fee charged for this check shall be the responsibility of the applicant.

The Human Resources Department of the Tri-County Regional Centre for Education will be responsible for ensuring that references are checked, prior to making an offer of employment,



PROCEDURE under Policy No. **850 (cont'd)**

for all prospective employees recommended for appointment to positions with the Tri-County Regional Centre for Education.

Volunteers will provide the Criminal Record/Vulnerable Sector Check and the Child Abuse Registry Check and shall present the documentation to the principal(s) of the school(s) for which they wish to volunteer.

The principal(s) will initiate the process of the Child Abuse Registry check for all prospective volunteers and will record and store all documents related to this process in a confidential manner.

The Tri-County Regional Centre for Education will establish procedures to share information among its schools on volunteers.

Procedures: (cont'd)

If there is any question regarding the status of a prospective volunteer arising from the police reference/records check or the Child Abuse Registry check, the matter is to be referred to the Director of Human Resources. The Director of Human Resources will make a decision on the status of the prospective volunteer and advise the principal(s).

Completed Criminal Record/Vulnerable Sector checks and Child Abuse Registry checks for prospective employees shall be secured in a confidential file by the Human Resources Department.

4. Standards and Guidelines:

Prospective employees and volunteers found to have a criminal record for acts of child abuse or found to be on the Child Abuse Registry will be denied employment or being a volunteer. In all other cases where there is a criminal record, the Director of Human Resources shall, while assessing the risk posed to students, employees and/or Tri-County Regional Centre for Education property and equipment, review the circumstances surrounding the criminal record and consider the following factors when applicable:

- a) The specific duties and responsibilities of the position in question and the relevance of the criminal charge(s) or conviction(s) to that position;
- b) The length of time since the charge(s) and/or conviction(s);
- c) Rehabilitative or other efforts undertaken by the applicant; and
- d) Such other factors as are deemed appropriate under the circumstances.

Where areas of concern are identified, the final decision(s) concerning suitability of employment shall be made jointly by the Director of Human Resources and appropriate Tri-



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County Regional Centre for Education staff in consultation with legal counsel. Refusal by the prospective employee to provide information regarding any concerns when requested by the Director of Human Resources will be grounds for denial of employment.

5. Obligation to Report:

To further ensure the safety of all students the Tri-County Regional Centre for Education recognizes its obligation to report to the Department of Education any person who has been refused employment as a result of this policy. Prior to offering employment to a prospective employee the Tri-County Regional Centre for Education will check with the Department of Education to ensure that the prospective employee has not been refused employment as a result of reference, police records or Child Abuse Registry checks.