

### STAFF CRIMINAL RECORD/VULNERABLE SECTOR CHECK

1. All staff offered employment will be required to provide a current Criminal Records/Vulnerable Sector Check as a condition of employment. Checks completed within one year of application will be considered current.
2. All student teachers will have these Criminal Records/Vulnerable Sector check completed.
3.
  - a) An individual re-employed by the Division, who has not previously provided the checks to the Division, will be required to provide the checks as a condition of employment.
  - b) An individual who is re-employed on a term, substitute/relief/casual basis from one year to another, when there is not a break in employment, will not be required to provide the checks on an annual basis. The Division will not view the regular school breaks as a break in employment. The offer of employment will continue to state disclosure of this information, at the discretion of the Division and at any time while the individual is in the employ of the Division, as a condition of employment.
4. The Division will deny the employment of individuals who have child abuse records.
5. The existence of a criminal record will not automatically exclude an individual from being considered for employment. However, where a criminal record is evident, the individual will be required to meet with the appropriate Senior Administrator to review and discuss the matter. Information obtained will be considered in conjunction with the requirements of the job for which the applicant is being considered.
6. In the event the criminal record identifies charges/convictions that indicate the individual may pose a threat to the safety of children or others, the Division reserves the right to deny or terminate the employment of such individuals.