

## Administrative Procedure 400

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# 400 - CRIMINAL RECORD CHECK AND INTERVENTION RECORD CHECK

### Background

As part of our responsibility to provide students with a safe learning environment, Wild Rose School Division requires Criminal Record and Intervention Record Checks of all employees.

### Procedures

#### Criminal Record and Intervention Record Checks

Normally, prior to any offer of employment being made to an applicant selected as a prospective employee, the individual will be required to provide both a Criminal Record Check, and an Intervention Record Check. In the event that either of the Checks is not “clear” the person in charge of hiring for the position applied for may either request further information from the applicant or reject the application, in his or her absolute discretion. If additional information respecting a Check is requested, and is not fully satisfactory to the Superintendent of Schools, or designate, at his or her absolute discretion, no offer of employment will be made.

In the event that circumstances warrant the making of an offer of employment prior to receipt of the required Checks, and further information in relation to them is requested, the employment is temporary and conditional upon receipt of the Checks and other information as may be required all of which must be fully satisfactory to the Superintendent of Schools, or designate, in his or her absolute discretion, and if not, the employment may be terminated summarily at any time.

Required Checks are expected to be submitted within **20 (working days)** of the date of conditional hire.

The cost of providing the Checks and any further information is solely that of the applicant.

By applying for a position with Wild Rose Public Schools the applicant agrees to and accepts the foregoing conditions.

1. Individuals who do not provide the required information at any stage of the hiring process, or who appear to be secretive, evasive or vague, regarding provision of required information may be advised that no further consideration will be given to their application for lack of information / cooperation.
2. Prior to taking any action under Step 1, the individual, if other than the Superintendent or the Deputy Superintendent will obtain the concurrence of the Superintendent of Schools, or designate before taking such action, if reasonably possible in all the circumstances.

3. Only in unusual or emergent circumstances should employment be offered prior to receipt of the Checks, and other information that maybe required,. Any offer of employment in such circumstances must clearly state in the contract of employment that the employment is conditional and temporary and will expire in any case on a set date, not more than three months from the date of hire, and may be terminated summarily at any time. The contract should also state that upon receipt of the Checks or other information required the employment will be reviewed and that if all information received is fully satisfactory to the Superintendent of Schools, or designate, in his or her absolute discretion a further offer of employment may be made.
4. In the event that a Check reveals anything other than being “clear” the Superintendent of Schools, or designate shall be advised and the Superintendent of Schools, or designate may take whatever action appears appropriate in all the circumstances
5. No appeal of any decision under this Administrative Procedure shall be permitted.
6. In the event of any uncertainty as to the information that has been provided, the decision maker will err on the side of caution it being the intent of this Administrative Procedure to achieve as close to a zero risk for students as is reasonably and practicably possible.
8. A Criminal Record Check can be obtained at a Royal Canadian Mounted Police Station or city police station. An Intervention Record Check can be obtained from a Provincial Child Welfare Office.

Reference: Section 60, 62 School Act  
Revised: December 3, 2008