

## CRIMINAL RECORD SEARCH

### Background

To assist the District ensuring the safety and well-being of its students, the District requires all applicants for employment with the District to have a criminal record search completed prior to confirmation of hiring.

Student teachers as well as other contracted employees in regular contact with or working with students one-to-one; that is, individually with students, will also be required to have a criminal record search completed.

In accordance with the *Criminal Records Review Act*, selected candidates not currently employed by the District must sign a release to permit a criminal search.

Volunteers will be subject to a criminal record search at no cost to the individual.

### Procedures

1. Completion of the Consent to a Criminal Record Check for Working with Children and/or Vulnerable Adults that requests disclosure of any criminal conviction and consent for criminal record search is a condition of employment, excluding teachers certified by the Teacher Regulation Branch.
2. The individual will be responsible for having the criminal record search completed by an approved law enforcement agency in the community where the applicant resides. Ordinarily the individual will be responsible for the cost of the search with reimbursement from the District.
  - 2.1 Volunteers, student teachers, practicum students and other contracted employees, i.e.: individuals other than teachers, administrators and support staff who are employed by the District, in regular contact with school age (under 19) students or working one to one with students will also be subject to a Criminal Record Check at no cost to the individual. All volunteers will sign a Volunteer Registration Form (Form 490-1). Volunteers will be given an information sheet containing specifics related to the Criminal Record Check.

*Reference: Sections 20, 22, 65, 85 School Act  
Criminal Code of Canada  
Criminal Records Review Act  
Food and Drugs Act  
Public Safety Statutes Amendment Act*

*SD No. 40 (New Westminster)*

---

*Adopted: April 25, 2017*

*Revised: May 29, 2018*

---

Modification to this document is not permitted without prior written consent from SD No. 40 (New Westminster)