The Board of Education believes that it has a responsibility to endeavor to ensure that all persons associated with the School Division are allowed to function in a safe school environment.

The Board is committed to the belief that:
in addition to staff, student supervisors, volunteers, interns, practicum students, and contract employees fulfill positions of trust and therefore constitute an essential component of a safe school environment.

**Guidelines – Prospective employees, contract employees, volunteers, interns and practicum students:**

1. Criminal record checks will be completed for all prospective employees, contract employees, volunteers, interns and practicum students who by the nature of their employment, volunteer activity, internship, or practicum shall be responsible for the well-being of one or more children or vulnerable persons or if the position is one of authority or trust relative to those children or vulnerable persons.

2. The objectives of the criminal search are to:
   a) determine if a candidate has been convicted of a criminal offense;
   b) obtain information related to the candidate’s suitability for the opportunity for which they are being considered; and,
   c) determine if a risk is posed to children or vulnerable persons.

3. The candidate is responsible for any costs associated with obtaining the criminal record check including the vulnerable sector check.

4. Criminal record checks, including the vulnerable sector check, must be submitted prior to commencement of employment, volunteer activity, internship, or practicum.

5. If a criminal record or charge(s) exists, the Superintendent of Human Resources and the appropriate Superintendent/Manager/Principal (or designate) shall assess whether the conviction(s) or charge(s) is relevant to the job and whether the interests of the employer would be prejudiced as a result of an appointment.
Guidelines – Existing employees, contract employees, volunteers, interns and practicum students:

1. Employees, contract employees, volunteers, interns and practicum students who have previously provided a criminal record check and vulnerable sector check shall be responsible for notifying the employer, in writing, no later than two (2) days after having been charged with an offense, conviction or other circumstance which may affect their ability to occupy or continue to occupy a position of trust. Failure to disclose charges, provide a written statement, or submission of inaccurate, false or misleading statements, constitutes grounds for disciplinary action up to and including termination of employment, internship, practicum, or refusal of permission to act as a volunteer for school sponsored activities.

2. Employees, contract employees, volunteers, interns and practicum students who have not previously provided a criminal record check and/or vulnerable sector check shall be responsible for notifying the employer of any previous criminal record(s), and shall also notify the employer, in writing, no later than two (2) days after having been charged with an offense, conviction or other circumstance which may affect their ability to occupy or continue to occupy a position of trust. Failure to disclose charges, provide a written statement, or submission of inaccurate, false or misleading statements, constitutes grounds for disciplinary action up to and including termination of employment, internship, practicum, or refusal of permission to act as a volunteer for school sponsored activities.
ADMINISTRATIVE PROCEDURES

Education Centre Staffing /Internship/Practicum:

1. Prior to commencement of employment, internship, or practicum student, candidates shall be informed of the need for a criminal record check, including a vulnerable sector check and shall be provided with the appropriate documentation (RCMP or PAPS).

2. If the candidate already has a criminal record check, including the vulnerable sector check, it will be accepted as long as it is an original document and is not more than one (1) year old. If it is a copy or is more than one (1) year old, it shall not be accepted.

3. The candidate is not to commence employment, internship, or practicum until the original criminal record check is received by the Education Centre. It shall then be copied and the person receiving it shall write or stamp “Certified True Original” on the copy and sign and date it. The original document is to be returned to the candidate and the copy shall be placed in the candidate’s personnel file.

4. If there is indication that there may be or is a criminal record the candidate is not to commence employment, internship or practicum. The candidate must proceed with the fingerprinting process. Upon receipt of the official document from the RCMP identifying the criminal record(s), the Superintendent of Human Resources, along with the appropriate Superintendent/Manager shall determine an appropriate course of action.

5. If there is indication that there may be a sexual offense for which a pardon has been granted, the candidate must proceed with the fingerprinting process. If the candidate chooses to provide an Affidavit (form attached) it will be reviewed by the Superintendent of Human Resources along with the appropriate Superintendent/Manager to determine the appropriate course of action. If the decision is to allow the candidate to commence employment, internship, or practicum, the candidate is still required to provide the results of the fingerprinting process immediately upon receipt of the results. Upon receipt of the results of the fingerprinting, the Superintendent of Human Resources along with the appropriate Superintendent/Manager shall determine the appropriate course of action.
6. If an employee, intern, or practicum student notifies the employer, or if information is received, as per #1 and #2 of Guidelines - Existing employees, contract employees, volunteers, interns and practicum students, this must be reported to the Superintendent of Human Resources immediately. Upon receipt of information, the Superintendent of Human Resources will investigate the circumstances and take the appropriate action in accordance with the relevant Collective Agreement, Acts and/or Regulations.

School Staffing/Volunteers:

1. Prior to the commencement of the employment or volunteer activity, candidates shall be informed of the need for a criminal record check including a vulnerable sector check and shall be provided with the appropriate documentation (RCMP or PAPS).

2. Where volunteers are concerned, the request for the criminal record check and vulnerable sector check shall be at the principal’s discretion unless a volunteer is working one-on-one with a student or vulnerable person or with a group of students for an extended period of time, such as an overnight trip, in which case the criminal record check and vulnerable sector check shall be required.

3. If the candidate already has a criminal record check and a vulnerable sector check, it will be accepted as long as it is an original document and is not more than one (1) year old. If it is a copy or is more than one (1) year old, it shall not be accepted.

4. The original criminal record check must be seen by the principal or designate. It shall then be copied and the person receiving it shall write or stamp “Certified True Original” on the copy and sign and date it. The original document is to be returned to the candidate. The copy is to be kept on file at the school. The candidate is not to commence employment or volunteer activity until the requested criminal record check and vulnerable sector check is received by the Principal.

5. If there is indication that there may be or is a criminal record, the candidate is not to commence employment or volunteer activity. The candidate must proceed with the fingerprinting process. Upon receipt of the official document from the RCMP identifying the criminal record(s), the Superintendent of Human Resources, along with the Principal shall determine the appropriate course of action.

6. If there is indication that there may be a sexual offense for which a pardon has been granted, the candidate must proceed with the fingerprinting process. If the candidate chooses to provide an Affidavit (form attached) it will be reviewed by the Superintendent of Human Resources along with the Principal to determine the appropriate course of action. If the decision is to allow the candidate to commence employment or volunteer placement, the candidate is still required to provide the results of the fingerprinting process immediately upon receipt of the results. Upon receipt of the results of the fingerprinting, the Superintendent of
Human Resources along with the Principal shall determine the appropriate course of action.

7. If an employee or volunteer notifies the school, or if information is received, as per #1 and #2 of Guidelines - Existing employees, contract employees, volunteers, interns and practicum students, this must be reported to the Superintendent of Human Resources immediately. Upon receipt of information, the Superintendent of Human Resources will investigate the circumstances and take the appropriate action in accordance with the relevant Collective Agreement, Acts and/or Regulations.
AFFIDAVIT RESPECTING CRIMINAL RECORD

I, ______________________________, make oath and say:

1. THAT I have never been convicted of, nor do I have any outstanding, charges under the Criminal Code of Canada or the Controlled Drugs and Substances Act, except for the following:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

2. THAT I have received a Pardon for the following offence/offences:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

3. THAT I make this Affidavit knowing it will be relied upon by the Saskatchewan Rivers School Division regarding my Application for Employment, my Practicum, my Internship, or to Volunteer, until such time as Saskatchewan Rivers School Division has obtained the results of a search pursuant to the Criminal Records Act.

SWORN BEFORE ME at the City of _______________________, in the Province of Saskatchewan, this ________ day of __________, 20____.

A Notary Public/Commissioner for Oaths in and for Saskatchewan.

My comm. Expires: _______________________
- or – Being a Solicitor.

Signature

NOTE: Providing false information could lead to immediate termination of employment and criminal charges.