

BACKGROUND

Western School Division is committed to providing a safe learning and working environment for students and staff. To this end, the Division requires, as a condition of employment, all new employees of Western School Division submit to a background investigation conducted by the appropriate law enforcement agency and thus complete and maintain a satisfactory Criminal Record Check, Vulnerable Sector Search and Child Abuse Registry Check.

The Division shall apply the provisions of this procedure to employees of the Division, including individuals providing a contracted service to students and/or staff, as well as volunteers working under limited supervision with students.

The existence of such records does not automatically exclude an individual from consideration for employment, or a volunteer position, or terminate employment. However, in the event that a criminal record and/or child abuse registry indicates that the individual may pose a threat to the safety of the children/adults/organization, the Division reserves the right to limit, deny, and/or terminate the employment and/or association of the individual with the Division.

The Division may require agencies, organizations and businesses to confirm acceptable screening procedures for criminal and child abuse records as a condition of the placement of students where no direct and continuous supervision by a division representative is in place.

Checks must not be more than six months old, and must be presented to the Division, before an individual's first day of work. A receipt illustrating payment and thus demonstrating an attempt to have the check(s) completed may be accepted prior to the individual's first day of work.

Discretionary authority as identified within procedure lies with the Superintendent.

D / E / ^ d Z d / s W Z K h Z ^

All applicants for employment shall complete the general application form authorizing the Division to conduct criminal record and abuse registry checks and acknowledging this as a condition of employment.

The requirement for such checks for an individual who:

- a) is reemployed by the Division,
- b) is on a fee for service arrangement,
- c) is volunteering,

2. An individual reemployed on a term, substitute, or casual basis from one year to another, when there is deemed to be no break in employment, may not be required to agree to the checks on an annual basis. However, the employment letter of offer will continue to require disclosure of this information at the discretion of the Division and at any time while the individual is in the employ of the Division is a condition of that employment.
3. Where an individual who is employed within six (6) months of any previous employment wherein checks had been done, further checks will not be done.
4. Individuals working on a fee for service or volunteer basis with students and not under the continual direct supervision of a professional employee of the Division may be required to agree to the checks prior to beginning their work.
5. Parents and other volunteers who work under the continual direct supervision of professional employees of the Division will not undergo the checks unless the situation demands a higher degree of assurance.