

<b>Administrative Procedures Manual</b>	<b>Administrative Procedure 400</b>
	<b>Appendix B</b>
	<b>Police Information and Child Intervention Record Checks</b>
	APPROVED: September 2013
Page 1 of 2	AMENDED/REVIEWED: November 2017, July 2020, August 2023, September 2023
LEGAL REFERENCE:	Section 52, 53, 197, 222 Education Act Alberta Human Rights Act Child, Youth and Family Enhancement Act Freedom of Information and Protection of Privacy Act Personal Information Protection Act Teaching Profession Act Controlled Drugs and Substances Act Criminal Code Criminal Records Act Food and Drugs Act The Students First Act (Bill 85)

**Background**

It is important to provide a safe and secure environment for students and staff.

The purpose of this administrative procedure is to:

- ensure clarity and understanding of requirements for a Police Information Check and Vulnerable Sector check;
- provide guidelines for the provision and use of police information checks for Division employees; and
- comply with all legislative and regulated responsibilities.

**Procedures**

1. Police Information Checks; including Vulnerable Sector Check, and Child Intervention Record Checks are considered a condition of employment.
2. The Police Information Check; including Vulnerable Sector Check, and the Child Intervention Record Check are confidential and will be kept in the employee’s personnel file at the Division Office.
3. All successful applicants for positions of employment within GPPSD must obtain and provide the results of a Police Information Check to Human Resources. These record checks will be at the expense of the prospective employee.
4. Updated Police Information Checks and Vulnerable Sector Checks must be provided by all employees every five (5) years thereafter to maintain employment. These record checks will be at the expense of the Division.
5. The Superintendent or designate may require an employee to provide a recent Police Information Check including Vulnerable Sector Check and/or Child Intervention Record Check at any time during the employment period. These records will be at the expense of the employee and it is the responsibility of the employee to ensure that Human Resources receives an original or certified copy.

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6. The employee is required to immediately inform the Director of Human Resources when the employee is charged with or convicted of an offence under the Criminal Code of Canada, the Controlled Drugs and Substances Act, the Child, Youth and Family Enhancement Act, or similar legislation. A written explanation should accompany the notification.
  
7. An employee who is subject to any prohibitions, restrictions or orders; including but not limited to probation, recognizance or similar orders; issued or imposed by the court, a law enforcement agency or other government agency, that restrict or forbid the employee from having contact with minor children or that are otherwise relevant to the position held by the employee, shall immediately inform the Director of Human Resources of such limitations. Offences and convictions that restrict the employee from performing their role may result in suspension or termination.
  - 7.1 Further assessment will be completed by the Director of Human Resources and will be based on the following criteria:
    - 7.1.1 The relevance
    - 7.1.2 The nature and severity
    - 7.1.3 The age of the charge
    - 7.1.4 The conduct
    - 7.1.5 The pattern
    - 7.1.6 Any reason to suggest a repeat.
  
8. Failure by an employee to undergo a Police Information Check or Vulnerable Sector Check, as required, or to notify the Director of Human Resources of a criminal record, as required under this Administrative Procedure or any other Administrative Procedure, may result in discipline including and up to termination of employment.