



Adopted: 1997-10-28	Reviewed:	Amended: 1999-04-13
	<i>Regulations &amp; Procedures updated</i>	2008-05-13
	2025-01-08	2015-10-27
		2021-12-14

**POLICY**

SUBJECT: **CRIMINAL RECORD CHECK**

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To assist the Board of Education in ensuring the safety and well-being of students, all prospective employees will be required to provide authorization for a vulnerable sector criminal record check which will be conducted in accordance with the *Criminal Records Review Act*. In addition, student teachers and exchange teachers will also be asked to provide a vulnerable sector criminal record check authorization. Volunteers and independent contractors may be asked to provide a vulnerable sector criminal record check.

The Regulation accompanying this Policy provides the specific requirements for the criminal record check.



## **REGULATIONS**

SUBJECT: **CRIMINAL RECORD CHECK**

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This Regulation provides the specific requirements for a criminal record check.

### **1. Offer of Employment**

An offer of employment with the School District shall initially be a preliminary offer which shall be conditional on the applicant undergoing a criminal record check and the information received being considered by the Superintendent or designate. Information from this check may result in the offer of employment being withdrawn.

### **2. Scope of the Regulation**

- a) This Regulation applies to all School District personnel. However, School District No. 78 (Fraser-Cascade) employees who apply for inclusion on the Teacher on Call list within 30 teaching days of retirement will be excluded from this requirement.
- b) This Regulation applies to all personnel who are temporarily employed, including independent contractors, student teachers, exchange teachers, and persons on work experience assignments who may work with children directly or have or potentially have unsupervised access to children.
- c) This Regulation also applies to volunteers who have unsupervised access or regular contact with students or who volunteer on overnight trips.
- d) Criminal Record Checks will be repeated at least once every five years for School District employees, and paid by the District.

### **3. Categories of Persons with Respect to this Regulation**

- a) Any employee required to hold a teaching certificate from the Ministry of Education issued through the Teacher Regulation Branch (TRB).

The TRB is responsible for obtaining completed Criminal Record Check Authorization forms from all members.

- b) CMAWBC Members

The Board will obtain completed Criminal Record Check Authorization Forms from all CMAWBC members and complete the Criminal Record Check.

c) Exempt Staff and Other Staff not within the categories above

The Board will obtain completed Criminal Record Check Authorization Forms from all exempt staff employees and complete the Criminal Record Check.

d) Volunteers

The Board requires all volunteers, including parents/guardians who potentially have unsupervised access and/or regular contact with students and/or those who volunteer on overnight trips to authorize the school to facilitate the acquisition of Criminal Record Checks (including Vulnerable Sector Checks) through the online Criminal Records Review Program. The result of this Criminal Record Check must be satisfactory to the Board.

e) Independent Contractors

The Board may request completed Criminal Record Check Authorization Forms from independent contractors who may work with children directly or have, or potentially have, unsupervised access to children, and complete the Criminal Record Check.



## PROCEDURES

SUBJECT: **CRIMINAL RECORD CHECKS**

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1. These Procedures provide specific direction for Criminal Record Checks by group:
  - a) CMAWBC and Exempt Employees and any other staff who are not members of the College of Teachers
    - i) The Criminal Record Check Authorization Form will be completed by the prospective employee and returned to the District Education Office for processing through the Criminal Records Review Program (CRRP). The cost for the initial Criminal Record Check will be borne by the prospective employee.
    - ii) A record of the submission of the Criminal Record Check Authorization Form to the employee, to the Criminal Records Review agency and the results of the Criminal Records Check will be recorded.
    - iii) Where a Criminal Record Check indicates anything other than “no record found”, the prospective employee may be required to undergo fingerprinting to determine whether or not a relevant Criminal Record exists.
    - iv) Where a Criminal Records Check indicates that an employee presents a risk to children, the Board will ensure that the employee is removed from or never placed in a position where they work with children as defined in the *Criminal Records Review Act*.
    - v) Further Criminal Record Checks for employees will be required at least every five years. The cost for the Criminal Record Check for non-teaching employees will be covered by the District.
  - b) Volunteers

Volunteers who will have regular contact, or who will have unsupervised access, or who will be accompanying students on an overnight trip will be required to undergo a Criminal Record Check (including Vulnerable Sector check).

    - i) The school will register with the Criminal Records Review Program (CRRP) as a volunteer organization and provide volunteers with a Criminal Record Check Authorization Form.
    - ii) The volunteer presents the completed Criminal Record Check Consent Form in person to the school’s administrative assistant. *Each school that is enrolled or registered with the CRRP will receive pre-populated consent forms.*

- iii) The school's administrative assistant will input the volunteer's information in the CRRP.
- iv) The volunteer will receive a secure email to fill out the volunteer's information. Once Criminal Record Checks are completed, the administrative assistant will be notified through CRRP that the online check is complete and if the person is clear to volunteer.
- v) Where the Criminal Record Check indicates that a criminal record may exist, the Principal will speak with the volunteer to discuss the results. The Principal, in consultation with the Superintendent will determine whether the volunteer is approved for volunteer work, or whether they will be required to undergo fingerprinting to determine whether or not a relevant Criminal Record exists.
- vi) When the Criminal Record Check indicates that there is a criminal record for a relevant offence, and that the volunteer may be a risk to children, the Principal will ensure that the volunteer is not permitted to work with children.
- vii) A new Criminal Record Check for volunteers will be required every five (5) years. The volunteer is required to report any future charges or convictions for criminal offences to the Principal and, should this occur, provide a new authorization for a new criminal record check.
- viii) The Principal is responsible for keeping their list of cleared volunteers current.

c) Independent Contractors

When the Criminal Records Check indicates that there is a criminal record for a relevant offence, and that the contractor may be a risk to children, the Board will ensure that the contractor is not placed in a position where they work with or have unsupervised access to children.

d) Members of the TRB

The TRB is responsible for obtaining Criminal Record Checks for all members including Teachers, Principals, Vice-Principals, Superintendents, and any other staff who are required to be members of the TRB.

e) Student Teachers

The student teachers' post-secondary educational institution is responsible for providing the District with a Criminal Record Check for student teachers.

2. Employees, volunteers, and contractors will be responsible for the cost of fingerprinting, if required.
3. Advisement of Criminal Record Check:

All advertisements for vacancies will bear the following statement:

"All applicants not currently employed by this School Board must sign a release to permit a criminal record review prior to confirmation of hiring.

**As of January 1, 2025, Police Information Checks for Volunteers of School Districts will be done through the Criminal Records Review Program (CRRP).**

**Registering with the Criminal Records Review Program for Volunteers.**

- **Each school (Principal) will be responsible for managing their own volunteers as they will no longer be processed through the District Education Office**

**Step 1**

- You must register your school to submit criminal record/police information checks through the CRRP
- <https://justice.gov.bc.ca/screening/org-registration>
- You are requesting criminal record checks for “volunteers”
- Your organization is “a school board or education authority”
- Your volunteers should not be receiving money for volunteering “No”
- Your volunteers “work with children”

**Step 2**

- If your school does not have a BCeID, you must register to get full access to online services
- Register for a “Business BCeID”
- “Start registration”
- Confirm that your school is not already registered with BCeID “Yes or uncertain” or “No continue”
- Principal to be authorized and willing to be a Business Profile Manager
- Business type is “Other”
- “Continue”
- If you have an existing BCeID, you may convert it now. If not “No”
- Collection of Personal Information
  - o Use Principal’s information for name
  - o Use school’s generic email address that more than one person has access to (or create one if needed)
  - o Use school’s phone #
- Choose User ID
  - o Keep generic as this will be used by principal and/or admin assistants.
- Choose Password
  - o Same as above
- Password Reset Questions
  - o Same as above
- Provide Registration Details
  - o Business Type “Educational Institution”
  - o Legal Name “Name of School”
  - o Business Address
  - o Other Registration Details “Criminal Records Review Program”
- Accept Terms

**Step 3**

- Authorized contacts
  - o Organizations can have up to 7 authorized contacts who are responsible for managing criminal record check applications and the organization account.
- Organization online platform <https://www2.gov.bc.ca/gov/content/safety/crime-prevention/criminal-record-check/organizations/account>
  - o Your organization can manage your criminal record checks online through the online platform.

- Create a Criminal Record Check Request
- Manage a Criminal Record Check Request
- Manage Authorized Contacts

Each organization that is enrolled or registered with the CRRP will receive a package which includes consent forms pre-populated with the organization's name, address, ID number, Authorized Contact name and title, and contact number.

Submission Instructions for the record check applicants can be found at <https://www2.gov.bc.ca/gov/content/safety/crime-prevention/criminal-record-check/organizations/account>

Once the admin assistant submits the volunteer's information in to the CRRP, the volunteer will receive an email from CRRP, which the volunteer will provide the information required via the online form.

Once the online form has been submitted by the volunteer, the admin assistant will verify the identity of the volunteer on the CRRP platform.

At this point the CRRP will begin the criminal record check.

The admin assistant will receive a clearance letter upon completion of the CRRP's Criminal Record Check.

The volunteer may volunteer in the district for up to 5 years from the date of the clearance letter.