

Department: Human Resources
Section: Employee and Labour Relations

The Annapolis Valley Regional School Board believes that, for the protection of students, all school community members will complete a Criminal Records Check prior to confirmation of employment, student placement or volunteer service.

If a school community member is found to have a criminal record, then the Director of Human Resources, in consultation with the immediate supervisor, will determine whether the school community member can continue to be employed, to be placed, to host or to volunteer considering:

- the nature of the offence;
- the relevance of the criminal record to the position;
- the number of offences; and,
- the timeframe of the offence.

Specifically

- 1.0 A school community member is defined in the *School Code of Conduct* as all adults whose role or jobs place them in contact with students in school settings and school activities. For the purposes of this Policy, “all adults” includes all administrative, teaching, and support staff in any capacity, board members, parents, community groups, school parental organizations, student teachers, host parents or any person associated with the school system in any capacity, including volunteers and contract employees.
- 2.0 A Police Records Check is defined by Volunteer Canada as a “Criminal Records Check”, as well as a search of records held in the information database of a local police agency. A Criminal Records Check will identify if the school community member has a criminal, or other police record. For the purposes of this Policy, all Criminal Record Checks must include the “vulnerable sector check” which is used to determine if the applicant has been pardoned for a sexual offence.
- 3.0 The Board, through the Human Resources Department, is responsible for ensuring that all school community members understand their rights, role and responsibilities with respect to Criminal Records Check.

Monitoring

- The Director of Human Resources is responsible for the implementation, monitoring and revision of this policy.
- This policy will be monitored annually.

Board Approved: April 6/04

Ref: AP 305.9

Monitoring Date: Annually

Revised: June 5/13