

**Policy**

All personnel in a “working with children” environment must provide a Criminal Record Check.

Procedure

1. Teachers holding certification or authority to teach under the Independent Schools Branch must keep current their CRC through the TRB. Support staff must complete a Criminal Record Check.
2. The Criminal Record Check is forwarded to CIS attention Superintendent of Schools.
3. If an employee working with children is charged with or convicted of a relevant offence subsequent to a criminal record check, the employee must promptly report the charge or conviction to their employer and provide the employer with a new Criminal Record Check.
4. When an employer becomes aware that an employee working with children has an outstanding charge or has been convicted of a relevant offence, the employee must provide a new signed Criminal Record Check.
5. If the employee is also a certified teacher, the employer must notify the governing body that it has taken action.

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| References: | Date: August 2023 |
| | Revisions: |