

Criminal Record Checks

Category	Human Resources		
Subject	Criminal Record Checks		
Adopted	November 2015	Revised	February 2021

Policy Statement

ASD-S believes that students and staff should be provided with a safe and secure learning environment and will avoid engaging employees or volunteers that have a history of criminal activity of a nature that could threaten the safety and security of the education system. ASD-S has a responsibility to ensure that formal criminal record/vulnerable sector checks are conducted on all employees, students doing practicum and work experience, exchange teachers, service contractors and government and community agencies who work with children. The District also requires all volunteers who have the potential to have unsupervised access to children to provide a criminal record/vulnerable sector check.

Procedures

1. The completion of a formal criminal record/vulnerable sector check will be part of the application and hiring process for all employees, volunteers and other adults that may have supervision or support responsibilities for children and youth in school activities (see Appendix A). If there is an infraction, the eligibility of the candidate will be reviewed.
2. Employees will be responsible to notify the Office of the Superintendent of all criminal charges that may be laid against them at the time the charge is issued (minor traffic violations are an exception).
3. Employees charged with or being investigated for a criminal offence may be reassigned to home, dependent on the nature of the offence and its relationship to their duties.
4. Conviction of any criminal offence may result in the termination of employment with the School District.
5. ASD-S has a responsibility to carry out full investigations of unprofessional activities and a contravention of employment standards by staff and volunteers and administer suitable consequences regardless of on-going criminal investigations or possible charges.

Reference

- EECD Policy 701

Appendices

- Appendix A – Criminal and Vulnerable Sector Record Check



OFFICE OF THE SUPERINTENDENT

490 Woodward Avenue - Saint John, New Brunswick E2K 5N3
Telephone: (506) 658-5300 - Fax: (506) 658-5399 - www.asd-s.nbed.nb.ca

CONSENT FOR CRIMINAL & VULNERABLE SECTOR RECORD CHECKS

Pursuant to Policy 701 of the Department of Education and Early Childhood Development, Anglophone South School District has established procedures to ensure appropriate reference checks are carried out for all persons associated with the school system who have unsupervised access to children. This reference check includes requesting applicants to document criminal record convictions.

You are required to take this form to your local police station to have a:

- Criminal Record Check completed
- Vulnerable Sector Check completed

Employee Volunteer

Description of the paid or volunteer position: _____

Age(s) of the children or vulnerable person(s): _____

PERSONAL INFORMATION

Given Name	Middle Name	Last Name (and maiden name if applicable)	
_____	_____	_____	
Place of Birth (Town/City, Province)	Date of birth (d/m/y)	Male <input type="checkbox"/>	Female <input type="checkbox"/>
_____	_____	_____	
Social Insurance Number	Home Phone		
_____	_____		
Current Address: _____			
Previous Addresses, if any, within the last 5 years: _____			

Have you ever been convicted of a Criminal Offence for which you have not received a full pardon? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Description of offence: _____			

Note: for this request to be valid, all information must be completed and returned after checks are done

Individuals may not be considered for employment or to fill a volunteer role if:

- There are previous convictions for violent crimes or crimes against children
- There are previous charges related to violent crimes or crimes against children that did not result in conviction solely as a result of documented technical reasons.
- There are previous convictions under the Criminal Code of Canada.

If you require additional information, please do not hesitate to call Susan Moffatt, Director of Human Resources for Anglophone South School District at 658-5300.

Signature of Applicant: _____

Date: _____

Witness: _____

Signature of Official Representing
Anglophone South School District