

### **Statement of Policy**

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Greater Saskatoon Catholic Schools requires all new hires, student teachers, practicum placements and teacher interns of the school division to submit a criminal record check from an authorized police service. Furthermore, all individuals identified in this policy and these employees whose date of hire preceded mandatory provision of Criminal Record Checks are required to report charges or convictions on an ongoing basis, as they occur.

### **Rationale**

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Greater Saskatoon Catholic Schools is committed to providing a safe and positive educational environment for students and staff.

### **Authority**

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- *The Education Act, Section 85*

### **Guidelines**

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1. The cost of obtaining a criminal record check shall be the responsibility of the prospective employee.
2. The criminal record check must be dated no earlier than ninety (90) days preceding the offer of employment.
3. Prior to the offer of employment, applicants will be informed that a criminal record check is required and that the offer is contingent upon receipt and satisfactory review of the information.
4. Individuals who are returning to employment after inactivity of two (2) or more months (excluding school breaks) will be required, under the direction of the Superintendent of Education - Human Resource Services or designate to provide either:
  - a) an updated Criminal Record Check
  - b) a signed declaration indicating no change occurred to the criminal record check submitted upon original hire.

### **Procedures**

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1. Any indication of an unsatisfactory criminal record will be reviewed by the Superintendent of Education - Human Resource Services. In exceptional circumstances, the information will also be reviewed by the Director of Education for final approval or rejection of the offer of employment.
2. A review of the criminal record will include consideration of the:
  - 2.1 Nature of the criminal offence;

- 2.2 Time elapsed since the offence occurred;
  - 2.3 Record of the individual since the reported offence;
  - 2.4 Age of the individual at the time of the reported offence;
  - 2.5 References on work history obtained from the recent employers;
  - 2.6 Information provided by the individual on the application form or interview; and
  - 2.7 Other pertinent information.
3. The applicant shall be advised of her/his status by the Superintendent of Education - Human Resource Services Division.
  4. Criminal record checks shall become part of the employee's personnel file.
  5. No later than two (2) working days after having been charged with an offense, any person referenced in this procedure is to inform orally, and subsequently in writing, the Superintendent of Education - Human Resource Services.
  6. Failure to disclose charges, provide a written statement, or submission of inaccurate, false, or misleading statements, constitutes grounds for disciplinary action, up to and including dismissal in accordance with the provisions of the employee's contract of employment.
  7. If at the conclusion of all proceedings, a criminal records check confirms no convictions, any documentation which has been placed in the employee's personnel file related to the charge(s) for which discipline has not been effected, shall be removed (at the request of the employee).

## **References**

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Statement of Educational Commitment of Greater Saskatoon Catholic Schools:

- To support staff members as witnesses of their faith to students, each other, and the community.

## **Forms**

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As determined by Police Services.

## **Date Approved**

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October 1, 2000

## **Amended**

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April 2004  
June 2012  
June 2018