

# ADMINISTRATIVE REGULATIONS

TITLE: REFERENCE CHECKS AND SEARCH OF CRIMINAL RECORDS: PROSPECTIVE EMPLOYEES AND VOLUNTEERS

CATEGORY: PERSONNEL

NUMBER: 2110

CIRCULATING UNTIL AUGUST 21, 2024

---

## I. Rationale:

The District believes in providing a safe working and learning environment for staff and students. It is the obligation of managers to review applications and conduct reference checks of prospective employees or volunteers to confirm that they conform to our need for safety.

## II. Reference Checks:

### A. Applicants for employment:

1. Before an applicant for employment is hired, a representative of the Board shall conduct a reference check with previous employers, supervisors, instructors and/or other sources relevant for the position to be filled. All responses shall be recorded in writing and shall be as complete as possible.
2. The Human Resources Department shall keep a record of all such reference checks.

## III. Search of Criminal Records:

### A. For all existing and prospective employees, trustees, and contractors working with children, as defined in section 1 of the *Criminal Records Review Act*:

1. This group shall have a "Vulnerable Sector" criminal record check completed as provided by the *Criminal Records Review Act*. This criminal record check application is completed by the individual, using an access code provided by the District, on the BC Government website: <https://justice.gov.bc.ca/criminalrecordcheck>. The result of the check is then provided directly to the Human Resources Department in confidence. The confidential record will be kept in the Human Resources Department files.
2. The results will be reviewed by the Director of Human Resources or designate.
3. The criminal record check is considered valid for a period up to 5 years from the date of the search at which time the employee must repeat the process provided for above to obtain a new criminal record check.
4. The prescribed fee payable for the above criminal records checks will be paid by the District as part of the recruitment and retention processes.
5. Members of the B.C. Teachers' Federation (BCTF) will have their criminal records check completed through the Teacher Regulation Branch (TRB).

# ADMINISTRATIVE REGULATIONS

TITLE: REFERENCE CHECKS AND SEARCH OF CRIMINAL RECORDS: PROSPECTIVE  
EMPLOYEES AND VOLUNTEERS

CATEGORY: PERSONNEL

NUMBER: 2110

CIRCULATING UNTIL AUGUST 21, 2024

---

B. For all existing and prospective volunteers in schools:

1. Requests for searches of the criminal record shall be completed as provided by the *Criminal Records Review Act*. This criminal record check application is completed by the individual, using an access code provided by the School, on the BC Government website: <https://justice.gov.bc.ca/criminalrecordcheck>. The result of the check is then provided directly to the School in confidence. The confidential record will be kept in the School office files until six months after the person is no longer volunteering at the school or until a new criminal record is obtained, whichever occurs first.
2. The results will be reviewed by the Principal or designate.
3. If the record provides no reason why the applicant should not be in the school, the applicant shall be advised by the Principal or designate.
4. If the record gives information the Principal considers detrimental to their presence in the school, the Principal will consult with the Superintendent or designate and then will contact the applicant, as appropriate. Clarification and further action will be determined at that time.
5. The criminal record check is considered valid for a period up to 5 years from the date of the search at which time the volunteer must repeat the process provided for above to obtain a new criminal record check.
6. There is no prescribed fee payable for the above criminal records checks for volunteers in schools.

Received:

References: *Criminal Records Review Act*