



Nova Central School District

700.1(7) Procedures

Policy 700.1

Requirement for Criminal Reference Checks/Police Checks

700.1(7.1) Completing a Criminal Reference Check (CRC)

All individuals who are required to complete a Criminal Reference Check shall be directed to the local police detachment serving their home community. For additional information on the process for completing a Criminal Reference Check, an individual should inquire at the local police detachment.

700.1(7.2) Paying for a Criminal Reference Check (CRC)

- 7.2.1 Successful candidates for positions of employment (new employees) with Nova Central School District shall normally be responsible for paying for a Criminal Reference Check, unless otherwise notified by the Human Resources division.
- 7.2.2 There is normally no cost associated with obtaining a Criminal Reference Check for the purposes of serving as a volunteer or completing a student placement. Volunteers and students should check with their local police detachment to confirm whether there is a fee for obtaining a Criminal Reference Check.
- 7.2.3 Nova Central School District shall reimburse bus driver employees with the district for the cost of obtaining a Criminal Reference Check on an annual basis, as per a funding agreement with the Department of Education.
- 7.2.4 Contracted service providers and/or their employees shall be responsible for the costs of completing Criminal Reference Checks as required by the district, in accordance with their contract for services.

700.1(7.3) Submitting a Criminal Reference Check (CRC)

- 7.3.1 Successful candidates for employment (new employees) should submit their Criminal Reference Check at the Nova Central School District office in Gander, attention Human Resources Division.

- 7.3.2 Students should submit their Criminal Reference Checks at the Nova Central School District office in Gander, attention Human Resources Division.
- 7.3.3 Volunteers should submit their Criminal Reference Checks to the respective manager or school administrator at the site where they plan to volunteer.
- 7.3.4 Nova Central School District bus driver employees should submit their Criminal Reference Checks to the Manager of Student Transportation (Finance and Administration Division).
- 7.3.5 Contracted service providers should submit confirmation of the completion of Criminal Reference Checks for themselves or their employees to the Manager of Administrative Services (Finance and Administration Division).
- 7.3.6 An original Criminal Reference Check or a certified copy satisfactory to the Human Resources division is acceptable.
- 7.3.7 Nova Central School District reserves the right to require verification of the information contained in a Criminal Reference Check.

700.1(7.4) Candidates for Employment

- 7.4.1 Notifications shall be inserted in job advertisements from Nova Central School District that successful completion of a Criminal Reference Check is a condition of employment.
- 7.4.2 The Assistant Director (Human Resources) or his/her designate shall advise individuals being considered for employment with Nova Central School District that a Criminal Reference Check is required as a condition of employment.
- 7.4.3 Only candidates who submit a Criminal Reference Check shall be considered for employment.
- 7.4.4 If an individual terminates their employment for resignation or retirement purposes and then wishes to return to any employment capacity, the district shall consider this individual to be a new employee.
- 7.4.4 A satisfactory Criminal Reference Check must be submitted to the district office and approved by the Assistant Director of Human Resources or his/her designate before an individual can commence employment with the district.

700.1(7.5) Volunteers and Students

- 7.5.1 Individuals applying for volunteer placements with the district, including parent volunteers, shall be notified by the school administrator or his/her designate that the submission of a satisfactory Criminal Reference Check is a condition of placement.
- 7.5.2 Individuals applying for post-secondary student placements or internships with the district shall be notified by the Assistant

Director of Education (Human Resources) or his/her designate that the submission of a satisfactory Criminal Reference Check is a condition of placement or internship.

- 7.5.3 Only candidates who submit a Criminal Reference Check shall be considered for volunteer or student placement with the district.
- 7.5.4 A satisfactory Criminal Reference Check must be submitted to the manager or school administrator before an individual can commence volunteering with the district.
- 7.5.5 Any individual who stops volunteering for more than six months, except for the normal summer break, and then returns to volunteer with Nova Central School District may be required to submit an updated Criminal Reference Check to the appropriate manager or school administrator upon return.
- 7.5.5 A satisfactory Criminal Reference Check must be submitted to the Assistant Director of Education for Human Resources or his/her designate before an individual can commence a student placement with the district.

700.1 (7.6) Bus Driver Employees with Nova Central School District

- 7.6.1 Current bus drivers with Nova Central School District shall be required to complete and submit a Criminal Reference Check on an annual basis.
- 7.6.2 In the event that the Assistant Director of Education (Human Resources) is made aware of information or concerns regarding possible offences by a current employee bus driver, he/she may require that individual to submit an additional Criminal Reference Check.
- 7.6.3 Any individual who takes a leave of absence for more than six months from his/her position as a bus driver with Nova Central School District may be required to complete a Criminal Reference Check upon return.

700.1 (7.7) Contracted Service Providers (Private Operators)

- 7.7.1 Transportation Contractors are required to provide confirmation that Criminal Reference Checks have been completed as required, to The Manager of Administrative Services for Nova Central School District:
 - i) Upon commencement of the contract AND
 - ii) On an annual basis thereafter.
- 7.7.2 All other contracted service providers must provide verification to the school district that their current employees have satisfactorily completed Criminal Reference Checks as deemed necessary by the Director of Education, in accordance with their contract.

700.1 (7.8) Information Management - Criminal Reference Checks (CRC)

- 7.8.1 Criminal Reference Checks for employees, students and contracted service providers shall be maintained at the Nova Central School District Human Resources Division.
- 7.8.2 Criminal Reference Checks for volunteers shall be maintained at the school or work site where they volunteer.
- 7.8.3 Criminal Reference Checks shall be destroyed in accordance with records management policies and procedures developed by Nova Central School District.
- 7.8.4 Information obtained through a Criminal Reference Check is confidential and shall only be used for the purpose intended.

700.1(7.9) Adjudication

- 7.9.1 Candidates for employment or placement shall not be automatically disqualified because of information obtained through a Criminal Reference Check/Police Check.
- 7.9.2 Where an individual is unable to obtain a satisfactory Criminal Reference Check and/or information is provided to the district of a criminal charge or conviction, the Assistant Director of Education (Human Resources), in consultation with the Director of Education, shall review the information and consider the circumstances of the criminal record, including the following factors:
 - a) The length of time since the offence was committed.
 - b) The relevance of the criminal charge(s)/conviction(s) to the employment position or placement, and the risk posed to students, other employees or district operations.
 - c) The rehabilitative actions or other efforts undertaken by the individual.
- 7.9.3 Where there are issues of concern, the Director of Education and the Assistant Director of Education (Human Resources) shall make a final determination concerning the suitability of an individual and may:
 - a) decline to confirm an offer of employment.
 - b) decline to approve an individual for placement or internship.
 - c) initiate termination of employment.
- 7.9.4 Where an individual is unable to obtain a satisfactory Criminal Reference Check and/or provides information to the district of a criminal charge or conviction, the case shall be adjudicated by the Assistant Director of Education (Human Resources) or his/her designate, and the Director of Education.
- 7.9.5 The Director of Education shall approve in writing the employment or placement/internship of any individuals with criminal charges or convictions.