

The South Slave Divisional Education Council has a responsibility to provide a safe and secure learning and working environment for its staff and students. The Council is in a position of trust in regards to the schools and their resources. More importantly, the Council is in a position of trust in regards to the students and must strive to protect their intellectual, physical, mental and emotional well-being.

In order to facilitate this responsibility - and to be in compliance with territorial legislation, regulations, directives and policies – the SSDEC must be diligent in screening employees, contractors and volunteers, particularly those who work directly with our students.

## **REGULATIONS**

The administration of the Department of Human Resources, the South Slave Divisional Education Council, and the school is responsible for implementing procedures outlined in the GNWT Criminal Record Check Policy with respect to Criminal Record Checks and Vulnerable Sector Checks for potential and current SSDEC employees. However, each school principal is also responsible to maximize the protection and safety of students who may come in contact with contractors and volunteers.

Staff, contractors and volunteers must notify the superintendent or supervising school principal of any and all criminal charges at the time the charge is laid, with the exception of minor traffic violations.

The superintendent and the principals, and their designates, have the authority to deny or suspend access to the school and/or school sanctioned activities or events to any person who has or may have a criminal record or charges pending.

### **A. EMPLOYEES**

1. Prospective and current SSDEC employees, including casuals, confirmed to have a criminal record will only be permitted to continue employment if they are approved to do so by the SSDEC superintendent or designate, with guidance from the Department of Human Resources.
2. For positions that the SSDEC advertises, the advertisements will request that the applicant submit a current and satisfactory Criminal Record Check with their application if they wish to be further considered for employment.
3. All positions that work in a situation where they may come into contact with students (vulnerable sector) shall also be required to provide a Vulnerable Sector Check prior to being assigned to work. New staff members may be permitted to start work upon

submission of a signed statutory declaration, provided that the satisfactory Vulnerable Sector Check comes in shortly thereafter.

## **B. CONTRACTORS & VOLUNTEERS**

1. All contractors and volunteers who may work in a situation where they are one-on-one or in charge of a group of students, with no regular employee present, while in the school or on school-sanctioned events, shall be required to provide satisfactory Criminal Record and Vulnerable Sector checks prior to being assigned to work or volunteer.
2. Other contractors and volunteers, who may come in to the schools to assist with class activities but who will not be in one-on-one or small group situations, may be required to provide a satisfactory Criminal Record Check and a Vulnerable Sector Check at the discretion of the school principal or designate.
3. If either a Criminal Record Check or a Vulnerable Sector Check comes back as a maybe, a fingerprint-based Certified Criminal Record Check will be required in order to confirm one way or the other.
4. Any costs associated with obtaining any Criminal or Vulnerable Sector Record Checks will be the responsibility of the individual.
5. If the casual staff, contractor or volunteer has a questionable or confirmed criminal record, the principal will review their suitability for various roles and obtain the approval of the superintendent in advance if they wish to utilize them.
6. Copies of all volunteer Criminal Record Checks and Vulnerable Sector Checks will be retained in a secure place under the direction of the facility administration. Such records are deemed confidential. Only the principal, superintendent and designates shall have access to these files.
7. The school principal shall monitor and ensure compliance with this policy as it applies to casual staff, contractors and volunteers in the school.

Reference: Education Act – section 46  
GNWT Criminal Record Check Policy (April 2014)  
GNWT Guide to Applying the Criminal Record Check Policy (April 2014)  
<http://www.rcmp-grc.gc.ca/cr-cj/fing-empr2-eng.htm> (RCMP website)

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