



**CRIMINAL RECORD CHECKS**

**Category:**

Human Resources

**Revised:**

August 2025

**Policy Statement**

Students and staff must be provided with a safe and secure learning environment. ASD-W will engage employees or volunteers in consideration of The Education Act/ [Policy 701](#) and nature of offense, date of offense or other applicable factors. ASD-W has a responsibility to ensure formal criminal record 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 check.

School personnel includes all employees, volunteers and other adults who may have access to children and youth during school activities.

**Procedures**

1. The completion of a formal criminal record check is part of the application and hiring process for all employees, volunteers and other adults who may have access to children and youth in school activities.
2. All positive criminal record checks must be reviewed by the Director of Human Resources, Office of the Superintendent prior to working or volunteering with students.
3. All new employees, volunteers, students doing practicum and work experience, exchange teachers, service contractors and government and community agencies who work with children must provide a criminal record check that is no more than six (6) months old. Criminal record checks for employees are to be placed in the personnel file. If there is a charge/conviction on the Criminal record check it will be included in the personnel file in a confidential sealed envelope. All volunteer placements must be on file at the school. Contracted service providers who employ staff in ASD-W must provide the Director of Finance and Administration with confirmation that a clear criminal record check has been received by the contractor.
4. As per the [Education Act, section 31.1\(2.1\)](#), if a member of the school personnel has been charged with or convicted of an offence under the Criminal Code (Canada), the member shall notify the superintendent concerned without delay.
5. Employees, volunteers, and other adults who may have access to children and youth in school activities charged with, or who are being investigated for, a criminal offence



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may be reassigned to home, dependent on the nature of the offence and its relationship to their duties.

6. Conviction of any criminal offence may result in the termination of employment with the School District.
7. ASD-W 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 the outcome of criminal investigations or possible charges. There may be circumstances where a district investigation is not required, based on clear information from outside investigative sources.

**Reference**

- ❖ Department of Education and Early Childhood Development [Policy 701: Policy for the Protection of Pupils](#) (Under Review)
- ❖ [Education Act](#)