

Administrative Procedure	Nicola Similkameen School District
Section:	School Administration
Title:	Employee Criminal Record Check

Purpose

This procedure describes the district's practices and expectations to minimize the risk of physical, sexual, or financial abuse of students or vulnerable individuals working with the School District, from employees of Nicola Similkameen School District.

Procedure

1. A Criminal Record Check (CRC) determines if the individual who is the subject of the CRC, has an outstanding criminal charge or has been convicted of a relevant offence, or specified offence, and advises the School District whether the individual does or does not present a risk of physical or sexual abuse to children or a risk of physical, sexual or financial abuse to vulnerable adults.
2. A CRC is effective for 5 years, and as such, employees and volunteers are required to provide an updated CRC every five years.
3. The School District requires employees and volunteers to complete the CRC through the Criminal Records Review Program (CRRP).
4. The CRC can be requested online. Online Link: <https://justice.gov.bc.ca/eCRC/>
5. An access code is provided by NSSD when proceeding with the online submission. NSSD will provide direction at the time of requesting the CRC.

Employees

1. A CRC is mandatory for anyone employed by the school district.
 - a. All offers of employment with the School District will be conditional on receiving a CRC that is satisfactory to the School District.
 - b. Continuation of employment is conditional on receiving a CRC that is satisfactory to the School District every five years.
2. While a criminal charge or conviction will not necessarily preclude employment with the Board, criminal charges or convictions that are found to be related to the employment or intended employment may result in the termination of employment or the loss of an employment opportunity.
3. The fees for the CRC are paid for by the employee applicants when submitting the request for the CRC. The fees will be reimbursed by the School District upon receipt of the CRC.
4. It is the responsibility of employees to provide consent for the disclosure of criminal record information to the school district and to submit their consent for processing in accordance with the instructions from the Human Resources Department.

Date of Original Superintendent Approval: April 9, 2025

Date Amended:

Cross Reference: