



### **CRIMINAL RECORD / INTERVENTION RECORD CHECK**

#### **Background**

Employees must have a current criminal record check (including a vulnerable sector check) and an intervention record check.

#### **Procedures**

1. All new employees not employed in the previous academic year by the Division are required to provide both a current criminal record (including a vulnerable sector check) and intervention record check.
2. All contracts and job offers issued shall be contingent upon receipt of identified record checks.
3. The record checks shall be paid for by the employee.
4. Both record checks are confidential and are to be maintained in the employee's personnel file at the Division Office.
5. All certified employees require an updated criminal record and vulnerable sector record check every 5 years.
6. Employees must immediately advise their supervisor of any emergent record check entries.

Reference: Section 33, 52, 53, 197, 204, 222 Education Act  
Child, Youth and Family Enhancement Act  
Freedom of Information and Protection of Privacy Act  
Controlled Drugs and Substances Act  
Criminal Code  
Criminal Records Act  
Food and Drugs Act