



402.17AP Criminal Record with Vulnerable Sector Check

ESTABLISHED: 2023.01.17
AMENDED: 2023.12.11
REVIEWED: 2025.05.07 (2023.12.20) (2023.01.10)
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LEGAL REFERENCE:

- *Education Act* Section 33, 51, 52, 53, 54, 85, 87, 108, 109, 196, 197, 204, 222
- *The Criminal Code Act of Canada*
- *The Criminal Records Act*
- *The Controlled Drugs and Substances Act*
- *The Alberta Human Rights Act*
- *The Child, Youth and Family Enhancement Act*
- *The Freedom of Information and Protection of Privacy Act*
- *The Personal Information Protection Act*
- *The Teaching Profession Act*
- Bill 85, Education: 'Students First'
- Teaching Quality Standard

CROSS REFERENCE:

- [901BP Workplace & Learning Environment](#)
 - [402BP Employee Relations](#)
 - [400.1AP BTPS Staff Code of Conduct](#)
 - [505BP Complaints about Jurisdiction Personnel](#)
 - [505.1AP Complaints about Jurisdiction Personnel](#)
 - [401.2AP Bullying/Personal/Sexual Harassment](#)
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BACKGROUND

The Board and staff are committed to providing safety for all students and staff. All BTPS employees

are required to provide a criminal record with vulnerable sector check during their initial hiring process. All staff are required to provide a current criminal record check with vulnerable sector check every 5 years from when their last one was completed while they are employed within Buffalo Trail Public Schools.

DEFINITIONS

Clear - The term used to indicate that a criminal record check with vulnerable sector check has no indication of past behavior that would limit or prevent the employment of an applicant.

PROCEDURES:

1. Any person offered employment shall be required to provide an **original** criminal record with vulnerable sector check, obtained at their local Royal Canadian Mounted Police Station or city police station prior to commencing employment. If the employee wishes to keep their original check, they can request this.
2. In the event that a check reveals anything other than being “clear” the Superintendent or designate shall be advised and may take whatever action appears appropriate in all circumstances. A written explanation may be requested by Human Resources if the check reveals anything other than being “clear”.
3. When an employee is charged with or convicted of an offense, under the Criminal Code of Canada, the Controlled Drugs and Substances Act, the Child Youth and Family Enhancement Act or similar legislation, the employee is required to immediately inform the Superintendent or designate. A written explanation may accompany the notification- or one may be requested by Human Resources.
4. Failure to disclose charges, provide a written statement, or submission of inaccurate, false, or misleading statements, to the Superintendent or designate as required under this Administrative Procedure constitutes grounds for disciplinary action up to and including termination of employment.
5. All information obtained from any criminal record check or subsequent investigation shall be kept confidential and will be kept in the employee’s personnel file at Central Office.