

EMC Reviewed: March 24, 2015
Policy Council Review: First Reading: March 24, 2015
Policy Council Review: Second Reading: June 23, 2015
Approved by Board: September 24, 2015 BM # 05:2015-2016

NAME: Criminal Record Check Policy

PHILOSOPHY/PURPOSE

Great Plains College protects the public interest in the delivery of educational services and may require a satisfactory criminal record check and/or vulnerable sector check prior to appointment to a position. In such circumstances, the individual is also required to report any subsequent charges or convictions as soon as reasonably possible.

DEFINITIONS

- Criminal Record Check** a basic search used to identify whether an individual has prior criminal convictions or outstanding charges. The search is performed by checking information such as an individual's name, date of birth, and gender against the national repository of criminal records maintained by the RCMP.
- Vulnerable Sector Check** a detailed search used to screen individuals who intend on working with the vulnerable sector. This search includes a criminal record check with the national RCMP repository and the local police jurisdiction as well as a search of pardoned offences of a specified nature (sexual and certain other offences against the person).
- Vulnerable Sector** a person who, because of age, disability or other circumstances, whether temporary or permanent, are in a position of dependence on others or are otherwise at a greater risk than the general population of being harmed by a person in a position or authority or trust relative to them. For example, children and seniors.

POLICY

Criminal Record Check Requirements

All new appointees to Great Plains College positions require a current and satisfactory Criminal Record Check prior to offer of, and appointment to, the position.

Current Employees

Unless required by a third party stakeholder, current employees will not be required to submit a Criminal Record Check. However, if an employee applies for a different position, a Criminal Record Check will be required prior to offer of, and appointment to, that new position.

In addition to the Criminal Record Check, a Vulnerable Sector Check will be required prior to offer of, and appointment to, a position that involves contact with vulnerable clients.

Third Party Stakeholders

In cases where the college enters into agreements or contractual arrangements with private industry, government, non-profit organizations or other third party stakeholders in the provision of services to learners, the college shall make every reasonable effort to comply with the contract holder's criminal record check policy. This may require college employees, students, volunteers or others affiliated with college business, who are directly involved in providing services to learners within the scope of the contract/agreement in question to obtain a criminal record check and/or vulnerable sector check. Disputes that arise over the requirement for a criminal record check and/or a vulnerable sector check shall be referred to Human Resources. If unresolved, the final decision will be made by the President.



PERSONNEL

Use of Criminal Record Check Findings

In assessing the relevance of criminal convictions or charges identified on the Criminal Record Check or the Vulnerable Sector Check prior to appointment, the College will consider the following factors:

- the risk and relevance of the offence(s) to the level and nature of the position
- the number and nature of the charge(s)/conviction(s)
- when the offenses occurred
- whether the charge/conviction has been pardoned
- what the person has done in the intervening period and
- the safety and security of the college and our clients

It is the sole discretion of the College to determine if the results of the criminal record check(s) will disqualify an applicant.

In accordance with the Great Plains College Staff and Student Privacy Policy and *The Local Authority Freedom of Information and Protection of Privacy Act*, Great Plains College respects the privacy of all individuals and will ensure confidentiality for all selected candidates and employees that provide criminal record and vulnerable sector checks.

Payments for Criminal Record Checks

Costs associated with obtaining a Criminal Record Check or Vulnerable Sector Check shall be incurred by the College, unless funded through specific program or project funding.