

# **POLICE INFORMATION CHECK (PIC) CHILDREN SERVICES INTERVENTION RECORD CHECK (CSIRC)**

## **Background**

The District wishes to ensure the safety and security of its students while in its care and to take the necessary steps to reassure parents of the safety and security of their children while in the care of the staff members. As a precaution, the District requires that its staff members and volunteers provide evidence that they have not been involved in activities that would be likely to jeopardize the safety and security of students.

## **Procedures**

1. All new staff members will be required to provide a current Police Information Check and a Children Service's Intervention Record Check as a condition of employment.
2. All offers of employment will be contingent on the provision of a Police Information Check and a Children Service's Intervention Record Check within ten (10) days of the date of the offer.
3. The cost of the Police Information Check is the responsibility of the staff member.
4. The staff member's Police Information Check and the Children Service's Intervention Record Check will be held in confidence and will be kept in the staff member's personnel file at the District Office.
5. School volunteers who are involved on a regular basis in any activities that include students will be required to provide a Children Service's Intervention Record Check.
  - a. Schools will provide volunteers with the forms to obtain the Police Information Check at a reduced cost. Schools will reimburse volunteers for cost of providing the Police Information Check.
  - b. Volunteers are to provide the Police Information Check and the Children Service's Intervention Record Check once every three years.
6. A school volunteer is defined as any person who is not a parent or a legal guardian of a student in the school, or is not a staff member.
7. Involvement on a regular basis is defined as providing active service at activities where students are present on more than three occasions in any school year.

8. Principals shall maintain a photocopy of the records of volunteers and service providers who have presented the Police Information Check and the Children Service's Intervention Record Check in compliance with this procedure.
9. The original Police Information Check and the Children Service's Intervention Record Check will remain in the possession of the volunteer or service provider.
10. Appeals of any decision of a staff member of the District under the provisions of this procedure will be referred to the Superintendent. The decision of the Superintendent will be final.

Reference: Section 20, 60, 61, 113, School Act  
Child Welfare Act  
Freedom of Information and Protection of Privacy Act