

EDMONTON PUBLIC SCHOOLS

January 25, 2005

TO: Board of Trustees

FROM: Trustee B. Esslinger, Planning and Policy Committee
Trustee D. Fleming, Planning and Policy Committee
Trustee K. Gibson, Planning and Policy Committee

SUBJECT: Board Policy GBCD.BP - Mandatory Records Checks for Employees

ORIGINATOR: B. Holt, Executive Director Instructional and Curricular Support Services

RESOURCE

STAFF: Brian Fedor, Veda Lastiwka, Carol Suddards

RECOMMENDATION

That the proposed revision to Board Policy GBCD.BP – Mandatory Records Checks for Employees (Appendix I) be approved.

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On June 14, 2004, trustees approved a board policy that would demonstrate due diligence with regard to the safety of the students and staff of Edmonton Public Schools by requiring all employees hired September 1, 2004 or later to provide Police Security Checks and Alberta Child and Family Services Child Welfare Information System (CWIS) reports within six weeks of being hired. A related administrative regulation and a plan for phasing in the implementation were approved by the superintendent. Procedures for meeting the requirements of the board policy were developed and implemented. Effective September 1, 2004, the requirements applied to all custodial, exempt, support and teaching staff hired, including supply staff, and all contract for service staff working directly with school-aged students. The policy requirements were to apply to all maintenance and contract for service staff hired January 1, 2005 or later. This phasing in was necessary in order to ensure successful implementation, given staff resources available at the beginning of the school year to manage the implementation.

The name of the CWIS report has subsequently changed to Alberta Children’s Services Intervention Record Check (IRC).

To date, approximately 1,000 staff have provided the required Police Security Checks and IRCS. This number does not include staff newly hired and working at the beginning of the school year, as that date was prior to September 1, 2004. In instances where information has been revealed through IRCS, the majority of involvement with Alberta Children’s Services was at the request of a parent seeking assistance with the parenting of their own child. To date, no employment has been terminated on the basis of information revealed through either a police security check or an IRC. There have been instances where individuals have refused

employment once informed of the requirement for mandatory records checks. We now have the benefit of knowing, rather than projecting, the kind of information made available as a result of mandatory records checks. It is on the basis of this experience that the proposed revisions to the board policy and administrative regulation are recommended.

The effect of the proposed revisions would be as follows:

- Requirements for staff working directly or regularly interacting with pre-school or school-aged children would not change. These employees would continue to be required to submit a police security check which includes information relevant to working with the vulnerable sector and an IRC.
- Staff who do not work directly or regularly interact with pre-school or school-aged children would continue to be required to submit a police security check which includes information relevant to working with the vulnerable sector. These employees would not, however, be required to submit an IRC. This would apply, for example, to maintenance staff, Metro Continuing Education instructors of adult personal interest courses, and the majority of exempt staff not in schools.
- Documents requested from staff at the time of hire would align with position responsibilities.
- Personnel responsibilities for meeting the requirements of GBCD.BP and GBCD.AR, including the related interactions with staff and the handling and tracking of documents, would be manageable.
- Safety of students and staff would not be compromised.

Attached (Appendix II) is Administrative Regulation GBCD.AR – Mandatory Records Checks for Employees indicating proposed revisions.

VL/bjs

APPENDIX I: Proposed Revisions to Board Policy, GBCD.BP – Mandatory Records Checks for Employees

APPENDIX II: Proposed Revisions to Administrative Regulation GBCD.AR – Mandatory Records Checks for Employees

Edmonton Public Schools Board Policies and Regulations

CODE: GBCD.BP
TOPIC: Mandatory Records Checks for Employees

EFFECTIVE DATE:
ISSUE DATE:
REVIEW DATE:

The board recognizes that the safety of the district's students and staff is paramount.

Under the board's general delegation of authority to the superintendent of schools, the superintendent will establish procedures, to be effective September 1, 2004, for securing, **at the time of hire, police records checks from all employees, and child-welfare system checks intervention records checks from all custodial, support, and teaching staff and all other employees who work directly or regularly interact with pre-school or school-aged children.** ~~from all employees, at the time of hire.~~

At the discretion of the superintendent, or designate, where information contained in a police certificate or ~~child-welfare information report~~ **Alberta Children's Services Intervention Record Check** suggests conduct that brings into question the suitability of the individual to work for a school district, employment may be terminated.

Reference(s):

GBCD.AR – Mandatory Records Checks for Employees



EDMONTON PUBLIC SCHOOLS

Edmonton Public Schools Board Policies and Regulations

CODE: GBCD.AR
TOPIC: Mandatory Records Checks for Employees

EFFECTIVE DATE:
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A. GENERAL

This Regulation applies only to employees hired to commence work on or after September 1, 2004.

1. In this Regulation:
 - a. “employee” means an individual who is, by letter or contract, offered employment with the district, whether or not such employment has already commenced; and
 - b. “Director” means the Director of Personnel Recruitment and Staffing.
2. Effective September 1, 2004, all employees shall submit a Police Security Check **in accordance with this regulation**.
3. **Effective September 1, 2004, custodial, support, and teaching staff and all other employees who work directly or regularly interact with pre-school or school-aged children, as determined by job responsibilities, shall submit an Alberta Children’s Services Intervention Record Check** ~~Child Welfare Information System report~~ in accordance with this Regulation.
4. The nature and date of any charges or convictions revealed in a police certificate and the nature and date of any investigation revealed in a ~~child welfare report~~ **an intervention record check**, will be considered relative to the current date and the individual’s responsibilities as an employee.
5. Any costs associated with securing the required police and a ~~child welfare report~~ **intervention record check** will be the responsibility of the employee.

B. EMPLOYEE REQUIREMENTS

1. Each employee shall, within a time period specified by the Director, submit **an original Police Security Check which includes information relevant to working with the vulnerable sector and which is marked “CLEARED” and dated within the past six months**.
 - a. ~~an original Police Security Check which includes information relevant to working with the vulnerable sector and which is marked “CLEARED” and dated within the past six months; and~~
 - b. ~~an original Child Welfare Information System report, or certified true copy, dated within the past six months.~~

2. **Custodial, support, and teaching staff and all other employees who work directly or regularly interact with pre-school or school-aged children shall, within a time period specified by the Director, submit an original Alberta Children’s Services Intervention Record Check, or certified true copy, dated within the past six months.**
3. If the Police Security Check is marked “UNABLE TO CLEAR,” the employee shall, within a time period specified by the Director, submit an original police certificate outlining the reasons the security check was “UNABLE TO CLEAR.”
4. If an employee fails to submit any of the documentation specified in section B.1, ~~or B.2, or B.3~~ within the time specified, or if the contents of the employee’s police certificate or ~~Child Welfare Information System report~~ **intervention record check** are considered by the Director to be incompatible with employment with the district, the employee’s contract of employment shall terminate immediately.
5. ~~A temporary employee shall comply with~~ The requirements of sections B.1, ~~and B.2, and B.3~~ **shall apply to temporary employees:**
 - a. on September 1, 2004;
 - b. every two years thereafter; and
 - c. on the occasion of being offered permanent employment

and section ~~B.3~~ **B.4** shall apply in each case.

C. COLLECTION, USE, AND STORAGE OF INFORMATION

1. The collection and use of personal information related to **mandatory records checks** ~~Police Security Check and Intervention Record Check~~ will be for the stated purpose of determining the suitability of an individual to work for a school district and will be in accordance with the requirements of the *Freedom of Information and Protection of Privacy Act* of Alberta.
2. All Police Security Check and ~~Child Welfare Information System reports~~ **Intervention Record Check documents** and related information will be securely stored within Personnel Services.

Reference(s):

GBCD.BP – Mandatory Records Checks for Employees
