

Criminal Record Check Policy for Sikh Academy

1. Purpose To ensure a safe environment for students, employees, and volunteers by avoiding the hiring or engagement of individuals with a history of criminal activity that could threaten the safety of students.

2. Scope This policy applies to:

- All employees (full-time, part-time, and temporary)
- Trustees
- Volunteers

3. Policy In compliance with the Criminal Records Review Act of B.C., Sikh Academy ensures that a current criminal record check (CRC) is on file for all employees and volunteers who work with children or may have unsupervised access to children.

4. Procedure

4.1 Administrators:

- Maintain up-to-date records of certified teachers' criminal record statuses and remind teachers about the importance of responding to Teacher Regulation Branch (TRB) procedures regarding the renewal of criminal record checks (conducted every five years through the TRB).
- Ensure that administrative and facilities employees complete a "Working with Vulnerable Sectors Consent" form at the start of employment. This form must be submitted to the Department of Justice using ID number 110367.
- Identify volunteers who have regular unsupervised access to children and ensure they submit consent for a CRC.

4.2 Employees:

- Provide consent by completing the appropriate forms to have a criminal record report sent to the school. CRCs are conducted at no cost to employees.
- Inform their supervisor of any changes in their criminal record status. Failure to do so may result in disciplinary action, ranging from a verbal warning to dismissal, depending on the situation.

4.3 Volunteers:

- Submit a CRC if they routinely have unsupervised access to children, as determined by the campus Administrator. While not legally required, this is mandatory for such roles at Sikh Academy.
- All other volunteers are strongly recommended to have a CRC on file with the school.
- CRCs are conducted at no cost to volunteers.

5. Compliance and Record Management

- The school will securely store all CRCs and ensure confidentiality.
- Non-compliance with this policy may result in suspension or termination of employment or volunteer activities.

6. Review and Updates This policy will be reviewed annually or as required to ensure compliance with the Criminal Records Review Act and evolving best practices. Any updates will be communicated promptly to staff, trustees, and volunteers.

By adhering to this Criminal Record Check Policy, Sikh Academy upholds its commitment to providing a safe and secure environment for all members of its school community.