

# Criminal Record Checks

## 2110-50 | Criminal Record Checks

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The *Criminal Records Review Act* requires that any individual hired for employment involving work with children must provide the employer with a criminal record check. Existing employees must undergo a criminal record check at least once every 5 years.

This requirement does not apply to employees who hold a certificate of qualification issued under the *Teachers Act*, as they provide their criminal record checks to the Teacher Regulation Branch.

School district human resources staff will support employees in the district process required to secure a criminal record check, and will remind existing employees when they must provide a new criminal record check. The costs incurred to obtain a criminal record check through the district process will be paid by the school district for existing employees.

### **Related Policies and Regulations:**

#### **2110 Staff Recruitment and Hiring Policy**