

# Employee Reference Check

## 2110-40 | Employee Reference Check

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Individuals who work with or have access to children must have appropriate qualifications and a fit character. The purpose of this is to provide children with a safe environment in which to learn. In support of this objective, staff charged with the hiring of employees conduct reference checks with previous employers, supervisors, instructors or other sources relevant to the proposed employment. When these reference checks are being made, the following question shall be asked and a record kept of the response.

"Do you know of any reason why this individual should **NOT** be employed in a capacity where they are in contact with children

1. Yes / No

If the answer is yes, an explanation is asked for.