

Policy Section:	Human Resources
Policy Title:	Criminal Reference Checks and Offence Declaration
Policy Number:	RCJTC P.05.06
Date Published:	September 1, 2010
Date Reviewed:	June 2, 2014
Year of Next Review:	

6. CRIMINAL REFERENCE CHECKS AND OFFENCE DECLARATIONS

- 6.1** The RCJTC is responsible for providing a safe and secure environment for students and employees. Therefore, the RCJTC shall be compliant with relevant legislation regarding Criminal Reference Checks and Offence Declarations.
- 6.2** The RCJTC shall not hire into its employ or continue to employ persons who will have direct and regular contact with students and/or staff who have police records and/or patterns of behaviour that place students and/or staff at risk.
- 6.3** The RCJTC shall collect, or cause to be collected in the case of contracted and/or subcontracted service providers or others who may come in contact with member school RCJTC students, valid Vulnerable Sector (V.S.) Police Record Checks/Criminal Reference Checks (C.R.C.) and Offence Declarations as per established administrative procedures.
- 6.4** The RCJTC shall develop a process to verify, to the best of the RCJTC's ability, that all new or existing RCJTC employees, contracted vehicle service providers, and/or subcontracted service providers do not pose a threat to students, other employees, or RCJTC property or equipment. This process will be documented to protect the RCJTC from future incrimination in this area.

Related RCJTC Administrative Procedures

AP.05.06 Criminal Reference Checks and Offence Declarations Procedure

Related RCJTC Forms

F.05.06 Offence Declaration