



EDUCATION POLICY CRIMINAL RECORD SEARCH FOR STUDENTS

EFFECTIVE: June 1988
REVISED: October 1996
RELATED POLICIES:

POLICY

It is College policy that all students enrolled in programs which will bring them into contact with children or other vulnerable persons, as outlined in the Criminal Records Review Act (CRRRA) or as deemed by the College, must have completed a criminal records search according to the procedure prescribed in the Act (for child related programs) or in the College Calendar (for other programs). Further, placement into practicum and related settings by virtue of having either no criminal record, or an acceptable criminal record (according to the Act or College criteria) is a requirement to successfully completing the program.

For students requiring a criminal record search as required by the College and which is outside of the provisions of the CRRRA, the results of these searches will be forwarded to the College Registrar for a confidential assessment as to the student's admissibility, according to established criteria.

PROCEDURES

A. SEARCHES PURSUANT TO CRIMINAL RECORD REVIEW ACT

The Criminal Record Review Act, as amended from time to time, will be applicable for students registered in College programs which may involve work with children.

The Act will apply to students who are registered in programs where, as part of the curriculum, the student is required to work with children "...*directly, or having or potentially having unsupervised access to children in the ordinary course of employment or in the practice of an occupation*". Normally, such a requirement arises where the student is in a practicum with a sponsoring agency.

PROCEDURE

1. Students will be advised of practicum placement by the College and must promptly provide a criminal record check authorization to any sponsoring agency that requires this authorization.
2. It is the student's responsibility to arrange for his/her criminal record check with the sponsoring agency for any practicum, in accordance with the policy of the sponsoring agency.
3. If a student fails to provide a criminal record check authorization to a sponsoring agency, or, if a student is rejected from a practicum because of

an unsatisfactory criminal records check, the student will receive an **Incomplete** or **Withdrawal** from the program in question, and the College will have no obligation to find the student an alternative practicum placement.

B. OTHER CRIMINAL RECORDS SEARCHES

Sensitive programs will be defined as those generally dealing with children and / or disabled or vulnerable adult clients and include the following:

Early Childhood Education	Adult Special Education
AHCOTE	Social Worker
Resident & Home Care Attendant	Teacher Aide
Daycare	

Other programs may be added to the list from time to time as criminal record searches become relevant to those program areas.

Persons with convictions or unresolved criminal charges of the following nature will not be admitted to sensitive programs:

1. Where the sensitive program involves children, if the student has committed any offence contain within Schedule1 of the Criminal Record Review Act, as amended from time to time;
2. Where the sensitive program involves access to disabled or vulnerable adults, if the student has committed:
 - a. Any offence listed within Schedule 1 of the Criminal Record Review Act, excluding Section 218, 238, 242, and 273.3; or
 - b. Any other offence relevant to working with disabled adults.

PROCEDURE

1. Applicants to sensitive programs will be informed of the criminal record search policy.
2. Successful applicants to a sensitive program will receive provisional admission subject to a satisfactory criminal record check. Prospective students will also receive a copy of this policy and a "Consent to Release Information" form.
3. Prospective students must personally take the Consent to Release Information form to their local police department and request a search.
4. A copy of the results of the search will be mailed to the Registrar by the police department.

5. All records will be confidential. Results of the criminal record search will be kept separate from the student's file.
6. The Registrar will review the results of the search. If necessary, the Registrar will consult the appropriate Program Director and Senior Instructor. The Registrar will make the final decision as to the admissibility of the student.
7. Students whose criminal records are evaluated as acceptable will be mailed a notice of final acceptance into the program.
8. Where a criminal record prevents a student from entering the program, the Registrar will inform the student that s/he is not eligible to proceed with the program due to the findings of the criminal record search. The findings of the search will be reviewed with the prospective student or employee at his / her request.
9. Students have the right to the normal College process for appeal. (See Calendar)
10. After the initial criminal record search has been completed, it is the student's responsibility to immediately inform the College if he or she is charged with any offence of the nature contemplated by the Criminal Record Review Act or under this policy so that the College can review the matter with the student to determine if the student may continue in the program. Failure to inform the College of a relevant charge or conviction will result in an immediate expulsion from the College.