YELLOWKNIFE PLAYSCHOOL ASSOCIATION

POLICY TITLE: CRIMINAL RECORDS CHECK POLICY

POLICY

Volunteers are often required to attend at the Playschool to provide assistance during the time that students are present, when serving as substitute teachers ("Volunteers").

The Board shall require all Volunteers to submit a Criminal Records Check (the "CRC") from the RCMP to the Parent-Teacher Liaison prior to that person's attendance at the Playschool during school hours. The said CRC may be no more than six (6) months old. The Parent-Teacher Liaison will be responsible to review the CRC and should there be an indication on the CRC of a prior record, the Volunteer may be required to obtain, at their own expense, a secondary CRC. The Volunteer shall not be at the Playschool in the capacity of a volunteer until such time as the parent-Teacher Liaison and/or the Board, as necessary, determines that the CRC(s) submitted is/are satisfactory.

The Parent-Teacher Liaison will advise the Board of any concerns arising from a CRC; in particular, if a CRC reveals that the individual was convicted of an offence respecting a child, the Parent-Teacher Liaison must advise the Board who will then require the approval of the Department of Education, Culture & Employment ("EC&E"), GNWT, in order to allow the person who is the subject of the said CRC to be present at the Playschool as a volunteer and in direct contact with the students.

The submission of a CRC by a person wishing to volunteer shall be deemed to be that person's authorization to grant access to the information contained therein to the Board and to the Director of EC&E. Any information gained about any person through the CRC shall be kept in strict confidence, used only for the purpose for which the information was provided and disclosed only in accordance with this policy. The CRC will be kept on file by the Parent-Teacher Liaison until the end of June of each year and then will be destroyed.

If there are any other adults who are present at the Playschool during school hours in their professional capacity, such as therapists or aides, confirmation must be provided to the Parent-Teacher Liaison that the said professional has passed a criminal records check through their employer, prior to that professional attending at the Playschool.

BOARD APPROVAL DATE: June 13, 2011

CHAIRPERSON'S SIGNATURE: