



Policy 6.05

Category: Personnel and Employee Relations

**Police Information Check Certificate and Alberta Children Services' Intervention
Record Check**

BACKGROUND

"45.1(1) A board has the responsibility to ensure that each student enrolled in a school operated by the board and each staff member employed by the board is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging.

School Act

"CAPE provides a safe, caring, and supportive learning environment for each learner. The learning environment is purposely designed to support student engagement, the pursuit of personal best, capacity, and citizenship.

Parents choose CAPE with the expectation that its environment is understanding, knowledgeable, and responsive to the needs of their children. Parents learn about their children as they develop and the school supports the acquisition of knowledge so that parents may support their children effectively."

CAPE charter

The CAPE Charter Board believes that all reasonable precautions must be taken to ensure the safety of its students, and take the necessary steps to assure parents of the safety and security of their children while in the care of the employees of the CAPE Charter Board.

POLICY STATEMENT

1. To assist the CAPE Charter Board in ensuring the safety and well-being of students, it shall be the Policy of the CAPE Charter Board that all employees offered employment at CAPE school shall be required to undergo a Police Information Check and an Alberta Children Services' Intervention Record Check.

DEFINITIONS

CAPE-Centre for Academic and Personal Excellence
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GUIDELINES

2. All employees are required to provide a Police Information Check Certificate, including the Vulnerable Sector Check, and an Alberta Children Services' Intervention Record Check as a condition of initial employment.
3. All contract and job offers issued shall be contingent upon receipt of a Police Information Check Certificate, including the Vulnerable Sector Check, and an Alberta Children Services' Intervention Record Check as a condition of initial employment.
4. Initial and continued employment is contingent on a clean Police Information Check Certificate, including the Vulnerable Sector Check, and an Alberta Children Services' Intervention Record Check.
5. The cost of the initial Police Information Check Certificate, including the Vulnerable Sector Check, and an Alberta Children Services' Intervention Record Check are the responsibility of the new employee.
6. The Police Information Check Certificate, including the Vulnerable Sector Check, and an Alberta Children Services' Intervention Record Check are confidential and will be maintained in the employee's personnel file.
7. The Police Information Check Certificate, including the Vulnerable Sector Check, and an Alberta Children Services' Intervention Record Check shall be updated every two (2) years.
8. Police Information Check Certificate, including the Vulnerable Sector Check, and an Alberta Children Services' Intervention Record Check updates are the responsibility of the employee.
9. The cost of the Police Information Check Certificate, including the Vulnerable Sector Check, and an Alberta Children Services' Intervention Record Check updates are the responsibility of the employee and the CAPE Charter Board, equally.

References:

School Act

CAPE charter

Working Together for Safe and Caring Schools, Grades 7-12: Resource Manual for Students, Staff and Parents

Supporting the Social Dimension: Resource Guide for Teachers, Grades 7-12

Supporting Safe, Secure and Caring Schools in Alberta

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