

**Policy 6.02**

**Category: Personnel and Employee Relations**

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

**BACKGROUND**

*"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"*

*Education Act, section 33(1)(d), (2)*

*"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**

2. **Welcoming learning environment** - an inclusive learning environment that creates a sense of belonging and connectedness, helps students to feel cared about and supported

**CAPE-Centre for Academic and Personal Excellence  
Policy Manual**

**Policy 6.02**

**Category: Personnel and Employee Relations**

3. **Safe and caring learning environment** - according to the National School Climate Center, a safe and caring school environment is one in which students feel positively connected to others, respected, that their work is meaningful, and that they are good at what they do
4. **Respectful learning environment** - courtesy and agreeableness between students and teachers in the learning environment.
6. **Diversity** - the practice or quality of including or involving people from a range of different social and ethnic backgrounds, different genders, sexual orientations, religions, political beliefs, and other identifying or descriptive factors.
7. **Engagement** - the extent to which students show attention, curiosity, optimism and interest in the material that they are being taught, students' willingness to participate in and be successful in their learning process
8. **Capacity** - the ability to understand or learn; aptitude; capability.
9. **Citizenship** - a relationship between an individual and a state to which the individual owes allegiance and in turn is entitled to its protection; the state of being vested with the rights, privileges, and duties of a citizen.

**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.

**CAPE-Centre for Academic and Personal Excellence  
Policy Manual**

**Policy 6.02**

**Category: Personnel and Employee Relations**

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.

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**References:**

*Education 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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