

## Administrative Procedure 401 – Appendix 401-1

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### RELEASE OF RESULTS OF VULNERABLE SECTOR CHECK

#### Background

An offer of employment is conditional on the applicant providing a current within the past three (3) months, a Vulnerable Sector Check which is acceptable\* to the Division.

\*Acceptable – refers to the nature of any previous criminal conviction and time since such a conviction.

#### Procedures

1. Employees shall bear the cost of the Vulnerable Sector Check.
2. Under normal circumstances the Vulnerable Sector Check shall be in place before an employee commences employment.
3. The Vulnerable Sector Check must be dated within the immediate three (3) month period prior to commencement of work.
4. The requirement of the Vulnerable Sector Check will be included in the job advertisement.
5. Division Office administrators are allowed some degree of latitude in assessing a Vulnerable Sector Check but convictions involving violence will disqualify an applicant.
6. The school principal need not submit the original Vulnerable Sector Check but a copy must be forwarded to Human Resources.
7. The Superintendent must approve any exceptions to these procedures.