

*MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"*

SECTION 500 – Personnel and Employee Relations

**ADMINISTRATIVE PROCEDURE: POLICE INFORMATION CHECK (PIC)
AND CHILDREN'S SERVICES INTERVENTION RECORD CHECK (CSIRC)**

<i>PROCEDURE CODE:</i>	<i>536 AP 001</i>
Policy Reference: 536 – Police Information Check (PIC) and Children's Services Intervention Record Check (CSIRC)	

PROCEDURE

Employees

1. Employees who accept employment with the Division are required to provide a Police Information Check (PIC) including vulnerable sector record check and a Children's Services Intervention Record Check (CSIRC) as a condition of employment.
2. All offers of employment will be contingent on the provision of a PIC including vulnerable sectors record check and a CSIRC.
3. The cost of the PIC including vulnerable sectors record check, at time of hire, is the responsibility of the employee.
4. The PIC and CSIRC submitted by employees shall be valid for 5 years, after which the employee shall submit a current PIC/CSIRC, the cost of which shall be the responsibility of the employer.
5. Third party PIC and CSIRC will not be accepted, they must be prepared by a legitimate police authority.
6. The employee's PIC including vulnerable sectors record check and the CSIRC will be held in confidence and will be kept in the employee's personnel file at the Division office.

Volunteers, Service Providers, Practicum Students

1. Schools shall maintain a list of volunteers, service providers and practicum students who have presented the CSIRC and PIC including vulnerable sectors record checks in compliance with this policy. Schools may reimburse volunteers for the cost of the PIC and CSIRC.
2. The PIC including vulnerable sectors record check and the CSIRC will be held in confidence and will be kept in a personnel file at the school office.

3. The PIC and CSIRC submitted by volunteers, service providers and practicum students will be valid for 4 years unless specifically requested by the school principal.
 - 3.1. The school principal or designate is responsible for monitoring current PIC's and CSIRC's of school volunteers, service providers and practicum students.
4. Parents who will be involved in supervising students on an overnight trip will require a PIC including vulnerable sectors record check and CSIRC.
5. Any PIC or CSIRC that provides information that finds a record of unacceptable activity shall be reported to Human Resources.
6. Employee appeals under the provisions of this policy will be referred to the Superintendent of Schools whose decision will be final.
7. When working with children, volunteers, service providers and practicum students must:
 - 7.1. Work in open areas where other adults are routinely present.
 - 7.2. Must keep doors open where possible and be readily visible to other adults.
 - 7.3. Be under the adequate supervision of a teacher

REFERENCES

[Policy 536 Police Information Check – Children's Services Intervention Record Check](#)

[Policy 720 – Off-Site Activities](#)

[720 E 007 – Automobile Driver Authorization Form](#)

Approved: January 18, 2005

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