

MEDICINE HAT SCHOOL DISTRICT NO. 76**POLICE INFORMATION CHECK (PIC) –
CHILDREN'S SERVICES INTERVENTION RECORD CHECK (CSIRC)****BACKGROUND**

All reasonable precautions must be taken to ensure the safety of students, and to reassure parents of the safety and security of their children while in the care of the employees of the Board.

POLICY

The Board requires that its employees and regular volunteers provide evidence that they have not been involved in activities that would be likely to jeopardize the safety and security of students.

GUIDELINES

1. For the purpose of this policy a volunteer is defined as a person who assists with school activities on a regular, on-going basis or is supervising students in any capacity on an overnight trip. However, for the purposes of this policy a volunteer will not include the following:
 - a) A parent who assists in the classroom or school.
 - b) A parent who assists with the transportation of students (provided an automobile driver authorization form under policy 770 E 007 is completed).
 - c) A community member who is involved in an educational session on a one-time or irregular basis and where teacher supervision is present.
2. Practices shall be in place to ensure systematic monitoring of all persons likely to be in situations where they are alone with students.
3. Any cost associated with a Police Information Check (PIC) including vulnerable sector records check or a Children's Services Intervention Record Check (CSIRC) is the responsibility of the employee or volunteer.
4. This policy will be consistently applied in all district schools.
5. Implementation of this policy will not deter parents from participating in their children's school activity.

**Approved & Adopted:
September 7, 2004**

**Revised:
February 7, 2006
June 19, 2012**

MEDICINE HAT SCHOOL DISTRICT NO. 76

ADMINISTRATIVE PROCEDURES

TITLE: Police Information Check (PIC) and Children's Services Intervention Record Check (CSIRC)	POLICY REFERENCE: 530 Police Information Check (PIC) and Children's Services Intervention Record Check (CSIRC)
PROCEDURE CODE: 530 P 001	

PROCEDURES

Employees

1. All new employees who accept employment with the district after the effective date of this policy will be 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 is the responsibility of the employee.
4. 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 district office.
5. Appeals of any decision of an employee of the district under the provisions of this policy will be referred to the Superintendent of Schools. The decision of the Superintendent of Schools will be final.

Volunteers

1. Schools shall maintain a list of volunteers and service providers who have presented the CSIRC and PIC including vulnerable sectors record check in compliance with this policy.
2. The volunteer's PIC including vulnerable sectors record check and the CSIRC will be held in confidence and will be kept in the volunteer's file at the school office.
3. Parents who will be involved in supervising students on an overnight trip will require a PIC including vulnerable sectors record check and CSIRC.

Rules for Volunteer Adult-Child Work Situations

1. Adults working with children must work in open areas where other adults circulate.
2. Adults working with children in enclosed rooms must keep doors open where possible and work in areas where they are visible to passers-by.
3. All adult-child work situations must be under the supervision of a teacher.
4. As the working area where the child and adult gets more private, increased circulation of the supervising teacher is required.

Approved:
January 18, 2005

Revised:
February 7, 2006
February 2, 2010
June 19, 2012