

Approval Authority: President's Office

Last Approved: March 23, 2021

Administrative Responsibility: President

Next Review: 2024-2025

POLICY

In accordance with the Criminal Records Review Act, Nicola Valley Institute of Technology (NVIT) requires that all employees working in a teaching* or instructional assistance role with children and/or vulnerable adults provide a clear Criminal Record Check (CRC) under the Act.

**programs currently include Health programs, Social Work, Community and Public Safety Professional, Early Childhood Education and Employment Skills.*

An individual's criminal record history is reviewed by the BC Ministry responsible for Criminal Records reviews against the list of relevant or specified offences as applicable in determining the risk that individual may pose in a position where they have unsupervised access to children or vulnerable adults. The link to a list of offences can be found on the link listed below. The Ministry notifies the institution if the CRC check passes or if it does not pass. The Institute does not receive any details of the Criminal Record Check.

Criminal Record Check results are valid for five years providing the employee has continuous employment and submits a Criminal Record Check: Statutory Declaration for years two, three, four and five of their employment.

All current employees in the identified programs must submit the Consent to a Criminal Record Check and applicable fee to Human Resources by July 31 of the implementation year and the Criminal Record Check: Statutory Declaration annually. New employees must submit the Consent to a Criminal Record Check and applicable fee upon offer of employment. Employees with a break in service will have to reapply for a Criminal Record check.

Employees who do not have a clear Criminal Record Check cannot, under the provincial legislation, be employed in the identified programs and may elect to pursue an adjudication process dependent on the criminal record.

Enabling Legislation

This policy is based upon the Criminal Records Review Act [RSBC 1996] CHAPTER 86

For more information, visit the Ministry of Public Safety and Solicitor General's website.

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