

Police Information Check

BACKGROUND

Fusion Education Association is committed to providing welcoming, caring, respectful, inclusive and safe learning and working environments where every student is known, supported and prepared for their preferred future. Employees are entrusted with the care, supervision and education of students. Police Information Checks are one of several measures that help ensure employees are suitable to work with students, maintain public confidence and support the high standards of professionalism expected throughout the organization. The Superintendent is responsible for implementing this administrative procedure.

DEFINITION

Police Information Check (PIC) means a Police Information Check that includes a Vulnerable Sector Check, where required by legislation.

PROCEDURES

1. Employment Requirements
 - a. Employment with Fusion Education Association is conditional upon the satisfactory completion of a Police Information Check.
 - b. Normally, the Police Information Check must have been completed within six months before the commencement of employment.
 - c. Employment may commence before the Police Information Check is received only where satisfactory evidence has been provided that the application has been submitted and the Superintendent approves.
 - d. This administrative procedure also applies to contractors and other individuals providing services to Fusion Education Association where a Police Information Check is required.
2. Ongoing Employee Responsibility
 - a. Employees shall promptly disclose to the Superintendent any criminal charge, conviction or other circumstance that may reasonably affect their suitability for employment.
 - b. Employees shall provide an updated Police Information Check, including a Vulnerable Sector Check where required, every five years or as otherwise required by legislation.
3. Review of Suitability
 - a. The Superintendent will review information disclosed through a Police Information Check or employee disclosure to determine an individual's suitability for employment.
 - b. In making this determination, the Superintendent may consider the nature and relevance of the information, the responsibilities of the position, student and workplace safety, applicable legislation and any other relevant factors.
 - c. Where an individual is determined to be unsuitable for employment, appropriate employment action may be taken in accordance with legislation, employment agreements and applicable administrative procedures.
4. Confidentiality - Information collected under this administrative procedure will be collected, used, stored and disclosed only as authorized by law and will be treated confidentially.

LEGAL REFERENCES: *Education Act, Protection of Privacy Act*

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RELATED FEA ADMINISTRATIVE PROCEDURES: #301 Employee Code of Conduct, #305 Fitness for Duty and Workplace Impairment, #303 Employee Accountability and Progressive Discipline, Personnel Records