CRIMINAL RECORD AND CHILD ABUSE REGISTRY CHECKS

The Division recognizes the importance of providing a safe learning and working environment for students and staff.

Consequently, the Division requires all employees who will begin employment after July 1, 2000 to consent to a criminal records check and a Province of Manitoba Child Abuse Registry Check as a condition of employment. This requirement is to include approved spare bus drivers, approved substitute teachers, and new casual custodians. These checks may be required of those already employed in the Division if the division feels it is warranted.

Satisfactory Manitoba Child Abuse Registry and criminal records checks will also be required of volunteers who are in direct contact with students over a prolonged period of time.
e.g.) coaches, camp trip supervisors, extended extra-curricular trips.

The existence of such a record will not automatically exclude an individual from consideration to work in the Division. However, in the event that the criminal record and/or child abuse registry information indicates that the individual may pose a threat to the safety of children or adults, or where there is a bona-fide relationship between the criminal record and the requirements of the job, the Division reserves the right to deny and/or terminate the employment and/or association of the individual with the Division.

Employees being investigated for a criminal offence or charged with a criminal offence must report this to their immediate supervisor in writing within five (5) working days of becoming aware of the investigation or charge. The supervisor is to report the
details to Senior Administration immediately.

Should the offence being investigated be of a nature that would make the employee unable to perform their duties, they may be suspended without pay.

In the event that the criminal or child abuse charges indicate that the individual may pose a threat to the safety of children and/or adults, the Division reserves the right to terminate the employment of the individual with the Division.

Procedure for a Criminal Record and Child Abuse Registry Checks:

Employees

- As part of the application process, applicants will be informed that satisfactory criminal record and child abuse registry information checks are conditions of employment.

- Candidates recommended for employment are to complete the following:

    1. criminal record/child abuse registry declaration
    2. child abuse registry access application
    3. criminal record check from the appropriate police service

Results from the criminal record check are to be forwarded directly to the Division office in a timely manner.

- Where there is evidence of a criminal record or when the individual has been listed on the Child Abuse Registry, the Superintendent/CEO and/or Secretary-Treasurer will meet with the employee to review and discuss the matter(s) in the record.

Volunteers

- Volunteers, who will be in direct contact with students over an extended period of time, are to complete the following prior to volunteering:

  1. criminal record/child abuse registry declaration
  2. child abuse registry access application
  3. criminal record check from the appropriate police service

  Forms and results are to be forwarded directly to the Division office in a timely manner.

- If it is determined that a prospective volunteer is listed on the Child Abuse Registry or where there is evidence of a criminal record, the Superintendent/CEO or Principal will investigate and determine the suitability of the applicant for volunteering.

Accepting previous checks

- Criminal record checks done within the previous twelve months will be accepted.

Payment

Criminal Records Checks

- Candidates for regular employment, casual employees and volunteers are to provide criminal records checks at their own expense.

Child Abuse Registry Checks

- The Division will pay for the cost of child abuse registry checks for all new employees. Checks on volunteers are provided by the provincial government at no charge.

Approved: May 16, 2000
Revised: Dec. 5, 2000
Revised: Nov 4, 2003
Revised: June 19, 2012
Revised: February 21, 2023
Revised: September 17, 2024
Revised: June 17, 2025