

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 where circumstances warrant.

Manitoba Child Abuse Registry 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.

Procedure for a Criminal Record and Child Abuse Registry Checks:

Employees

- As part of the application process, applicants will be informed that 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 and Secretary-Treasurer will meet with the employee to review and discuss the matter(s) in the record.

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Volunteers

- Volunteers, who will be in direct contact with students over an extended period of time, are to complete a Criminal Record/Child Abuse Registry Declaration and a Child Abuse Registry Access application prior to volunteering. Both forms are to be forwarded to the Division office.
- If it is determined that a prospective volunteer is listed on the Child Abuse Registry, the Superintendent 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 and for substitute teaching are to provide criminal records checks at their own expense. The Division will reimburse new occasional employees. (ie: spare bus drivers, casual custodians, educational assistants and school secretaries.)

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.

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