

## Criminal Record and Child Abuse Registry Checks for Employees

In the interest of student safety, a condition of employment with the Pine Creek School Division is disclosure and release of information on convictions or pending charges of a criminal or other nature.

1. **All candidates** considered for professional teaching and administrative positions must provide evidence that they are Manitoba certified teachers whose certification has not been revoked or suspended due to convictions or pending charges. This process will include the provision of the certificate number and photo identification verified by divisional procedures. Continued certification will be confirmed with Manitoba Teaching Certification and Records.
2. **All candidates** considered for non-teaching employment must complete a *CRIMINAL RECORD AND CHILD ABUSE REGISTRY DECLARATION FOR SUPPORT STAFF* prior to final consideration for employment. The school division **will** require the prospective employee to provide appropriate photo identification for verification and complete forms required for the school division to conduct the appropriate criminal record and child abuse registry checks. *Prospective employees are responsible for the costs of the appropriate checks conducted by the school division.*

Prospective employees may provide current original records check documents to the school division if they have recently initiated such searches or have completion of records check processes confirmed by outside agencies (e.g. Teacher Certification, school divisions, universities) acceptable to the school division. The school division defines current as within six months and reserves the right to determine the acceptability of confirmation from outside agencies.

3. Please note that the existence of a previous record is not necessarily a disqualification from employment with the school division. Acceptance of the prospective employee will depend on the nature of the offence(s), the nature of the employment and the time passed since the offence(s). *Failure to report convictions or pending charges will result in immediate disqualification for employment. If employment has already commenced, failure to report convictions or pending charges will result in immediate dismissal with just cause.*
4. The Board reserves the right to request renewal of the Criminal Record Checks and Child Abuse Registry checks at any time.