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### **Criminal record and Child Abuse Registry Check**

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 with the Division after September 7, 2004 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, substitute teacher assistants, 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 for Employees and Volunteers**

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 child abuse registry access application and are to request a criminal record check from the appropriate police service and have the results 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. A report and recommendation will be provided to the Board.

Volunteers, who will be in direct contact with students over an extended period of time, shall be informed at the time of volunteering that a release of child abuse registry information is a condition of volunteering.

The Child Abuse Registry Access application be completed and 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 six months will be accepted.

**Payment**

Criminal Records Check and Child Abuse Registry Checks are at the expense of any candidate for employment with the Division. The Child Abuse Registry Check fee is payable to the Division.

The provincial government provides checks on volunteers at no charge.

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