

POLICIES, GUIDELINES AND PROCEDURES

SUBJECT	N.E.P.N. CODE
CRIMINAL RECORD CHECK & CHILD ABUSE REGISTRY CHECK: TEACHING & NON-TEACHING STAFF	GCFA/GDFA

I. POLICY

The Louis Riel School Division (Division) upholds its legislated duty toward the safety and well-being of students and staff. To this end and as outlined in the **GUIDELINES** and **PROCEDURES** below, the Division requires that:

- all individuals offered employment in the Division are subject to appropriate screening procedures prior to being placed in positions of authority and responsibility in the Division; and that
- each employee notify the Superintendent of Schools (or designate) of any change in status pertaining to Criminal Record or Child Abuse Registry.

II. GUIDELINES

- A. Where provisions regarding Criminal Records Checks or Child Abuse Registry Checks exist within a collective agreement or contract, they shall supersede the present policy.
- B. All persons offered casual, term, or permanent employment with the Louis Riel School Division shall be required to agree to the following:
 - a Criminal Record Check with Vulnerable Sector Screening
 - a Child Abuse Registry Check
- C. Ongoing employment in the Division is conditional upon the maintenance of a satisfactory Criminal Record Check and a clear Child Abuse Registry Check.
- D. The Division reserves the right to request the renewal of Criminal Record Checks and Child Abuse Registry documents at any time.
- E. All information gathered with reference to an applicant shall be considered and maintained with the utmost confidentiality in accordance with [Policy GBL – Management of Employee Files](#).

Adopted:	June 20, 2006	Legal References: The Personal Investigations Act (Manitoba) , 6; The Education Administration Act , 8.10(1); Teaching Certificates and Qualifications Regulation, M.R. 115/2015
Revised:	April 16, 2019; September 5, 2023; September 3, 2024; June 3, 2025	

III. PROCEDURES

- A. As part of the employment process defined in **GUIDELINE B**, the applicant shall be required to submit to the Division’s Staff Services Department:
- prior to the commencement of employment:
 - i. proof that they have recently applied for a Criminal Record Check with Vulnerable Sector Screening
 - ii. proof that they have recently applied for a Child Abuse Registry Check or a completed [Application for Child Abuse Registry Check](#)
 - within eight (8) weeks of the date of hire:
 - i. the results of a Criminal Record Check with Vulnerable Sector Screening current to within ninety (90) days
 - ii. the results of a Child Abuse Registry Check current to within ninety (90) days
- B. As indicated in **GUIDELINE B**, ongoing employment is conditional upon satisfactory results of the Criminal Record Check and a clear Child Abuse Registry Check. It is a condition of employment that each employee notify the Superintendent of Schools (or designate) if:
- they are under investigation by a child protection authority;
 - their name is added to the Child Abuse Registry;
- C. they are investigated or charged with a criminal offence under federal or provincial legislation. Failure to do so within a reasonable time period, not to exceed 20 days, may result in termination of employment. Where a break in service of ninety (90) days or less has occurred, a Criminal Record Check with Vulnerable Sector Screening or Child Abuse Registry Check provided for the prior hire date will remain valid for the purpose of re-hire.
- D. Where a criminal record is confirmed by the Criminal Record Check and/or the individual is listed on the Child Abuse Registry, with such information judged to pose significant real or potential hazard to the safety and well-being of the students or staff in the Division, the Division reserves the right to deny or terminate the employment of such individuals.
- E. If the Division determines a candidate/employee is unsuitable for hire, appointment, transfer, promotion or placement as a result of the Criminal Record and Child Abuse Registry checks, the Division shall advise the candidate/employee thereof in writing in accordance with the provisions of The Personal Investigations Act (Manitoba).
- F. Applicants considered for positions where driving is a requirement must also provide a Driving Abstract as well as proof of a valid Manitoba Class 5 Drivers’ License. It is a condition

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of employment that employees occupying positions where driving is a requirement notify the Superintendent of Schools (or designate) if there is a change to their Driving Abstract.

- G. All costs for all checks shall be borne by the applicant/existing employee.
- H. Consistent with Section 8.10(1) of The Education Administration Act, the Division shall report to the Commissioner of Teacher Professional Conduct without delay if a teacher in the Division’s employ:
 - 1) has been charged with or convicted of an offence under the *Criminal Code* (Canada) relating to the physical or sexual abuse of children, where the employer has knowledge of the matter;
 - 2) has been suspended, dismissed or otherwise disciplined for professional misconduct or incompetence; or
 - 3) has resigned in circumstances where a report of the resignation is in the public interest.

See also [Policy IJOC – Criminal Record Check and Child Abuse Registry Check: School Volunteers](#).

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