

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. 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
- B. Ongoing employment in the Division is conditional upon the maintenance of a satisfactory Criminal Record Check and a satisfactory Child Abuse Registry Check.
- C. The Division reserves the right to request the renewal of Criminal Record Checks and Child Abuse Registry documents at any time.
- D. 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: Personal Investigations Act (Manitoba) 6; Public Schools Act (Manitoba) 41(1)(t); Teaching Certificates and Qualifications Regulation, M.R. 115/2015
Revised:	April 16, 2019; September 5, 2023	

III. PROCEDURES

- A. As part of the employment process defined in **GUIDELINE A**, 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 twelve (12) months
 - ii. the results of a Child Abuse Registry Check current to within twelve (12) months
- B. As indicated in **GUIDELINE B**, ongoing employment is conditional upon satisfactory results of the Criminal Record Check and 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;
 - they are investigated or charged with a criminal offence under federal or provincial legislation the status of their Criminal Record or Child Abuse Registry. Failure to do so within a reasonable time period, not to exceed 20 days, may result in termination of employment.
- C. 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.
- D. 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](#)).
- E. 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 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.
- F. All costs for all checks shall be borne by the applicant/existing employee.

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- G. Consistent with Section 41(1)(t) of the Public Schools Act, where the Division has knowledge thereof, it shall report to the minister any teacher employed in the Division who has been charged with or convicted of an offence under the Criminal Code relating to the physical or sexual abuse of children.

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

Adopted:	June 20, 2006	Legal References: Personal Investigations Act (Manitoba) 6; Public Schools Act (Manitoba) 41(1)(t); Teaching Certificates and Qualifications Regulation, M.R. 115/2015
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