

CRIMINAL RECORD AND CHILD ABUSE REGISTRY CHECKS

In the interest of the safety and well-being of the students, the Division requires all persons offered employment of a casual, term or permanent nature with the Division to agree to a Child Abuse Registry Check through the Child and Family Services Branch and a Criminal Record Check through the Winnipeg Police Service. Employment is conditional upon the results of these checks. The form to be completed is available through the Human Resources Department and from the website. Criminal record checks must be obtained directly from the Winnipeg Police Service. All information gathered will be kept strictly confidential.

Whether a criminal charge or conviction has a relevant relationship to employment or volunteer work will depend on the circumstances of the individual situation, including the nature of the record and how recent it is. If a criminal record has been confirmed, the Superintendent or designate will determine the suitability of the application of the employee.

Child Abuse Registry Checks and Criminal Record Checks are also required of all persons acting as volunteers on overnight field trips, long term field trips, or as volunteer coaches and staff advisors. The Child Abuse Registry Checks for overnight billeting of students will be at the discretion of the Principal. The form to be completed will be available in all schools. The Division will assume the cost of the Criminal Record Check for volunteers. Child Abuse Registry Checks are free to volunteers.

It is a condition of employment that each employee abides by this policy and notifies the Superintendent of any change in status identified in any documents filed with the Division pertaining to Criminal Record or Child Abuse. Failure to do so within a reasonable time period, not to exceed 20 days, may result in a review of employment.

The Board reserves the right to request the renewal of Criminal Record Checks and Child Abuse Registry documents at any time.

All such documentation shall be held in strictest confidence.

Accomplish Anything

Adopted 3/107/05	Reviewed	Revised	Page 1 of 1
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