



File GAB

CRIMINAL RECORD AND CHILD ABUSE REGISTRY CHECKS

Preamble

The Portage la Prairie School Division is committed to providing a safe learning and working environment for students and staff. To this end, the Division requires prospective employees to consent to a Criminal Record and Child Abuse Registry check as a condition of employment. Checks may be required of those volunteering to work in schools. Checks may also be required of those employed or volunteering in the Division prior to the date of the institution of this policy, where circumstances warrant. This will be done at the discretion of the Principal. Further discretionary authority, as identified within the policy, lies with Senior Administration and the Board.

The Division shall apply the provisions of this policy to employees of the Division, to individuals providing contracted service to students or staff, and to volunteers working under limited supervision with students.

The existence of such records does not automatically exclude an individual from consideration for employment or a volunteer position, or terminate employment. However, in the event that the criminal record and/or child abuse registry exists, the Division reserves the right to deny and/or terminate the employment and/or association of the individual with the Division.

The Division may require agencies, organizations, and businesses to confirm acceptable screening procedures for criminal and child abuse records as a condition of the placement of students, where no direct and continuous supervision by a divisional representative is in place.

Change in Status

Any employee experiencing a change in status with respect to his/her Criminal Record and/or Child Abuse Registry information, or investigated or charged with a criminal offense under any federal or provincial legislation, is **expected and required** to report same to his/her immediate supervisor or the Senior Administration immediately. The employee shall have the right to meet with the Superintendent in person.

PSA 41(1) (t)



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Administrative Procedures

All applicants for employment shall complete the application forms for Criminal Record and Child Abuse Registry checks, and acknowledge this as a condition of employment. The forms for Criminal record checks are available at R.C.M.P. offices. Child Abuse Registry check forms are available at the Board Office.

The requirement for such checks for an individual who:

- a) is being re-employed by the Division;
- b) is on a fee for service arrangement; or
- c) is volunteering,

will be at the discretion of the appropriate Senior Administrator. As a general practice, the following will apply:

- a) If the checks were not previously done, the individual will be required to agree to the checks as a condition of employment.
- b) An individual re-employed on a term, substitute, or casual basis from one year to another, when there is deemed to be no break in employment, may not be required to agree to the checks on an annual basis. However, the letter of employment offer will require disclosure of this information at the discretion of the Division, and at any time while the individual is in the employ of the Division, as a condition of that employment.
- c) Where an individual who is employed within six (6) months of any previous employment wherein checks had been done, further checks will not be done.
- d) Individuals working on a fee for service or volunteer basis with students, and not under the continual direct supervision of a professional employee of the Division, may be required to agree to the checks prior to beginning their work.
- e) Parents and other volunteers who work under the continual direct supervision of professional employees of the Division will not undergo the checks unless the situation demands a higher degree of assurance.

Statement to include on all advertisements and vacant position descriptions

“A condition of employment with Portage la Prairie School Division is agreement by the applicant to disclose criminal record and Manitoba Provincial Abuse Registry information to the Division.”