

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 recognizes the importance of the safety and well-being of students and staff. The Division assumes the responsibility for ensuring 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.

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. Personnel responsible for hiring new employees:
- shall be required to obtain current Criminal Record and Child Abuse Registry Checks for applicants recommended for positions with the Division
 - shall be responsible for considering the suitability of applicants recommended for positions, based on the results of the Criminal Record and Child Abuse Registry Checks
- C. Employment is conditional upon the results of the Criminal Record and Child Abuse Registry Checks. If 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 individual to which such information applies will not be offered employment in the Louis Riel School Division.

Adopted:	June 20, 2006	Legal References:
Revised:	April 16, 2019	

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 C**, employment is conditional upon the results of the Criminal Record Check and Child Abuse Registry Check.
- C. If the applicant is approved for initial or continued employment, the results of the Criminal Record and Child Abuse Registry Checks shall be kept by the Division’s Human Resources Department as part of the Human Resources file (see [Policy GBL](#) – Management of Employee Files).
- D. Applicants considered for school bus driver positions must also provide a Driving Abstract and Claims History Check.
- E. All costs for all checks shall be borne by the applicants recommended for employment in the Louis Riel School Division.
- F. All information gathered with reference to an applicant shall be considered and maintained with the utmost confidentiality.

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