

#104443

IJOC

**Criminal Record and Child Abuse Registry Checks
For Employment Purposes**

The St. James-Assiniboia School Division recognizes the importance of the safety and well-being of all staff and students. The Division assumes responsibility for ensuring that all individuals hired into positions with the Division are carefully screened before being hired for such a position. As a result, all persons offered employment of a casual, including lunchroom supervisor, term, or permanent nature with the Division shall be required to agree to a Criminal Record Check and Child Abuse Registry Check prior to final confirmation of employment with the Division. The only exception to this requirement will be in the case of Division students who are hired into casual employment with the Division and who are between the ages of 16 and 18. (Note: some volunteers are also required to obtain these checks; please refer to policy IJOC for further instruction for volunteers.)

1. Employment is conditional upon current results of both checks. Note: a current check is defined as one that is no more than one year old; or where there has been a gap in employment, the gap may not exceed one school year.
2. The appropriate Human Resources contact is required to obtain both checks from all persons applying for support staff positions as indicated above. The Superintendent/CEO and Assistant Superintendent will be required to follow the same procedure when hiring individuals in their respective areas of responsibility.
3. The Division will provide the appropriate form(s) to the employee and will not cover the cost of the checks. The only exception to this will be for summer students. The employee will be required to have the checks conducted and submit the results to the Division.
4. Those responsible for hiring new Division staff will be responsible for reviewing the suitability of applicants based on the results of both checks. The following criteria will be examined:
 - a) The main areas of criminal charges or convictions the Division will be concerned with are: sexual/physical abuse or assault, family

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violence, drug trafficking, fraud, or a chronic pattern of criminal activity.

- b) Whether a criminal charge or conviction has a bona fide relationship to employment will depend on the circumstances of the individual situation, including the nature of the record and the recency of conviction.
 - c) If a criminal record has been confirmed, and is deemed serious enough to have potential consequences to the safety and well-being of the staff or students in the Division, the Superintendent/CEO or appropriate Human Resources contact or designate will determine the suitability of the applicant or employee.
5. Where applicable, the Superintendent/CEO or appropriate Human Resources contact or designate is responsible for establishing that the existence of a criminal or child abuse record is a reasonable disqualification, and shall notify the person in writing.
6. Once the individual has been approved for initial or continued employment, verification of both checks will be kept on file in the hiring department. Employees are expected to immediately advise the Board Office of any change to their criminal or child abuse records and may be asked at any time to provide updated checks.
7. All information gathered will be considered strictly confidential.

Child Abuse Registry Check Form Link

http://www.gov.mb.ca/fs/childfam/child_abuse_registry_form.html

Criminal Record Search Link

<http://www.winnipeg.ca/police/pr/pic.stm#pic>

Available at RCMP stations in the province as well as at Winnipeg Police Service, Public Safety Building, 151 Princess Street, Winnipeg, Manitoba Phone: 204-986-6073.

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