

## **CRIMINAL RECORD CHECKS (CRC) AND CHILD ABUSE REGISTRY CHECKS (CARC)**

### **Policy E.1.D**

Frontier School Division is committed to providing a safe learning and working environment for all students and staff. Therefore, the Division requires all current and prospective employees who are or will be employed with the Division, to obtain Criminal Record Checks (CRC) and Child Abuse Registry Checks (CARC) by the appropriate agencies.

Criminal Record Checks and Child Abuse Registry Checks are also required for adult education students, all persons involved in the transportation of students, contract workers and volunteers.

To ensure the safety and well-being of students, outside groups providing instruction and have the sole care and control of students during regular school hours must provide Manitoba Child Abuse Registry Checks and Criminal Record Checks.

Only Criminal Record Checks and Child Abuse Registry Checks completed within the previous six months will be accepted.

Adopted September 1, 2009	Revised April 19-20, 2012	Revised November 5, 2013
---------------------------	---------------------------	--------------------------

## CRIMINAL RECORD CHECKS (CRC) AND CHILD ABUSE REGISTRY CHECKS (CARC) Regulation E.1.D-R

The following regulations explain the checks required and the responsibilities of Division staff.

### 1. Criminal Record Checks (CRC)

- a. Criminal Record Checks, as related to the suitability of employment or field experience includes:
  - i. All criminal convictions, under the *Criminal Code of Canada*, the *Narcotics Control Act*, the *Controlled Drug and Substances Act*, and the *Food and Drugs Act*. Conviction means the final judgment on a verdict or a finding of guilty or a plea of guilty. Conviction does not mean a final judgment which has been reversed, set aside or otherwise rendered invalid.
  - ii. A search of the automated criminal records retrieval system maintained by the Royal Canadian Mounted Police to determine if the applicant has been convicted of, and has been granted a pardon for, any of the offences that are listed in the *Criminal Records Act*.
- b. All current and prospective employees are required to submit a completed Criminal Record Check, including a Vulnerable Sector Check, as a condition of employment.

### 2. Child Abuse Registry Check (CARC)

- a. A CARC is a check for information on the Provincial child abuse registry.
- b. All current and prospective employees are required to submit a completed Child Abuse Registry Check as a condition of employment.
- c. All current and prospective employees may submit a self-check application directly or submit through the Area office.

### 3. Consequences of Existing Records

- a. **Criminal Record**
  - i. The Chief Superintendent reserves the right to terminate employment in the event that a criminal record exists.
  - ii. Failure to cooperate in providing a CRC or submitting inaccurate, false, misleading or an incomplete CRC, also constitutes grounds for termination of employment or refusal to offer employment, or withdrawal of any offer of employment, or the ability to participate in field trips and/or tours.

## **CRIMINAL RECORD CHECKS (CRC) AND CHILD ABUSE REGISTRY CHECKS (CARC)**

### Regulation E.1.D-R

#### **b. Exemptions to Consequences of Existing Records**

- i. Exceptions to the consequences outlined in 3. a. above may be considered by the Chief Superintendent upon receipt of a written request from the Area Superintendent. The written request shall include appropriate reasons, background information and the documented support of the local school committee. When an exemption is approved, the Chief Superintendent shall inform the Board of Trustees.
- ii. Where a criminal record exists, the Division may refer employees to the appropriate authorities or agencies if they wish to apply for a pardon. An employee who receives a pardon, or who is successful in having a criminal conviction record expunged, may submit a new criminal record check. In such cases, the previously submitted criminal record check shall be returned to the employee upon request.

#### **c. Child Abuse Registry Listing**

Employment shall be terminated for an employee who is listed on the Child Abuse Registry. No offer of employment shall be made to a prospective employee who is listed on the registry.

#### **4. Offers of Employment**

- a. All newly hired employees shall be required to provide the Division with a Criminal Record Check and Child Abuse Registry Check.
- b. The following statement shall be included on all letters of offer of employment:  
  
*As a condition of employment, you are required to provide the results of a Criminal Record Check, including Vulnerable Sector Search, and Child Abuse Registry Check to the Area Superintendent, Principal or supervisor, who shall forward the record checks to the Human Resources Coordinator.*
- c. All new employees will be required to complete a New Employee Declaration/Disclosure Form.

#### **5. Requirements for Casual Employees**

- a. Casual employees who are working during the summer months and have no contact with students may be required to have record checks.

## **CRIMINAL RECORD CHECKS (CRC) AND CHILD ABUSE REGISTRY CHECKS (CARC)**

Regulation E.1.D-R

- b. Where an applicant is requesting casual employment and the employment involves contact with students, the results of a CRC and CARC must be submitted to the Area Superintendent, Principal or supervisor, who shall forward the record checks to the Human Resources Coordinator.

### **6. Costs of Criminal Record and Child Abuse Registry Checks**

- a. Current and prospective employees, and others outlined in Policy E.1.D. are responsible for any costs associated with obtaining Criminal Record and Child Abuse Registry checks.
- b. The Division shall pay the cost of the Criminal Record Check for volunteers.
- c. Volunteers should make application for a CARC through the Area office as they may receive a fee exemption for the CARC.

### **7. Responsibilities**

#### **a. Area Superintendents**

- i. Area Superintendents are responsible for ensuring that CRC and CARC are completed for all current and prospective employees, including adult education students, all persons involved in the transportation of students, contract workers and volunteers as outlined in the policy, and shall forward same to Human Resources.
- ii. In the event that a criminal record or child abuse listing exists, the Area Superintendent will advise the Chief Superintendent of the record. See Section 3 above.

#### **b. Human Resources Department**

- i. The Human Resources Coordinator is responsible for ensuring that CRC and CARC are completed for all current and prospective employees at the Division office.
- ii. The Human Resources Department shall ensure that all results of the CRC and CARC are kept in the personnel files.

### **8. Confidentiality**

All information received by the Area Superintendent/Principal/supervisor and the Human Resources Department shall be treated in the strictest confidence.

Adopted September 1, 2009	Revised April 19-20, 2012	Revised November 5, 2013
---------------------------	---------------------------	--------------------------