



PRSD is committed to providing a safe learning and working environment for all students and staff. PRSD requires prospective employees to consent to a Criminal Record and Child Abuse Registry check as a condition of employment. This requirement is to include permanent, term, casual and contract employees.

Criminal Record and Child Abuse Registry checks will also be required of volunteers who are in direct contact with students. This applies to school/classroom helpers, coaches, field trip supervisors and extra-curricular trip supervisors.

While it is impossible for the Division to provide an exhaustive list of offenses that would preclude employment, there are certain types of criminal behavior such as sexual or physical assault, which would exclude persons from being placed in a position of authority and/or trust with students and others. Additionally, there are other types of wrongful behavior that may reasonably preclude individuals from working in the Division where there is a bona-fide relationship between the criminal charge/conviction and the requirements of the job.

The existence of a criminal record will not automatically exclude an individual from consideration to work/volunteer in the Division. However, where a criminal record is present the individual will be required to meet with the Superintendent/CEO to present, review and discuss the matter(s) of record.

The Child Abuse Registry helps reduce abuse and or neglect by providing organizations with information that can prevent registered individuals from working with children and vulnerable adults. Therefore the existence of a Child Abuse Registry Check will result in immediate exclusion from PRSD.

It will be a condition of continued employment by the Division for employees/volunteers to provide the results of a further Criminal Record and Child Abuse Registry Check if and when requested by the Division. In the event the criminal record identifies convictions that indicate the individual may pose a threat to the safety of children or others, the Division reserves the right to deny or terminate the employment of such individuals.

Employees:

1. 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 can be obtained at the employee's local RCMP detachment. Child Abuse Registry check forms are available from the Division Office or from the Prairie Rose School Division website at www.prsdmb.ca.
2. In the interim period, a Criminal Record/Vulnerable Sector and Check/Child Abuse Registry Declaration for Candidates and Annually for Volunteers form must be signed by all staff.
3. In cases where the applicant has resided outside of Manitoba within the last 2 years, the candidate will also be required to obtain checks with appropriate agencies in his/her former province/state/country of residence.
4. Employees who do not complete the verification of their Criminal Record and Child Abuse Registry checks within six (6) months, may have their employment suspended until the checks are completed.
5. An individual re-employed on a term, substitute/relief/casual basis from one year to another when there is not a break in employment, may not be required to provide the checks on an annual basis. For the purpose of this process, the Division will not view the regular school breaks as a break in employment.



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6. Criminal Record and Child Abuse Registry checks that have been completed within the previous six (6) months may be accepted upon approval of the Superintendent/CEO or designate provided they are original documents.
7. All costs associated with the Criminal Record and Child Abuse Registry checks are the sole responsibility of the employee.

If any information is received indicating that a criminal record or child abuse registry record exists, Human Resources shall notify the Superintendent/CEO or designate. All information received shall be treated in confidence. The Superintendent/CEO or designate may share this information with others involved in the hiring process on the understanding that it remains in confidence.

Superintendent/CEO or designate approval of the candidate, as well as confirmation of hiring, any contract, letters of agreement, etc., are all made conditional upon a favorable response to both the Criminal Record and Child Abuse Registry checks.

Volunteers:

1. It is the responsibility of the school administrator to ensure that all volunteers prior to engaging in any school based activities have completed application forms and are in receipt of clear Criminal Record and Child Abuse Registry checks. The forms for Criminal Record checks can be obtained at the volunteer's local RCMP detachment. Child Abuse Registry check forms are available from the Division Office or from the Prairie Rose School Division website at www.prsdmb.ca.
2. Once initial clear Criminal Record and Child Abuse Registry Checks have been received by the schools a Criminal Record/Vulnerable Sector and Check/Child Abuse Registry Declaration for Candidates and Annually for Volunteers form must be completed and signed annually by all volunteers.
3. In cases where the applicant has resided outside of Manitoba within the last 2 years, the volunteer will also be required to obtain checks with appropriate agencies in his/her former province/state/country of residence.
4. Criminal Record and Child Abuse Registry checks that have been completed within the previous six (6) months may be accepted upon approval of the Superintendent/CEO or designate provided they are original documents.
5. The provincial government provides checks on volunteers at no charge.

The RCMP defines "volunteer work" as benevolent work for which an individual does not receive financial compensation for his/her time and is not ordered to do so by a court or a judicial body. In order to have the fee waived, your application must be accompanied by a letter from the volunteer organization with the following information:

- **The name and address of the organization that requires the screening**
- **Your name**
- **The reason for the screening (e.g., coach, etc.) and where a VS check was requested, who you will be working with (children, seniors, disabled people, etc.)**
- **A statement that you will not be paid for your work nor compensated for any expenses**



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Child Abuse Registry Form – If you are applying for an unpaid position working with children (e.g. a volunteer, student trainee or work placement), with a specific organization, you may be exempted from the fee if you apply through that organization. Contact that organization first before completing the application.

If a decision is made to not hire a candidate or to not accept a volunteer because of the results of these checks, the candidate/volunteer shall be notified by the Superintendent/CEO or designate.