



Criminal Record Checks (CRC) and Child Abuse Registry (CARC)

Procedure

The following procedure explains the checks required, the application process and the responsibilities of SEC 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 Winnipeg Police or 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. Current and prospective employees residing in the City of Winnipeg as outlined in the preceding policy are required to complete the following forms:
 - i. Application for Criminal Record Search
 - ii. Persons requiring a Criminal Record Search Certificate in order to work/volunteer with a vulnerable sector must also complete, sign and date Section 3, Vulnerable Sector Consent on the form;

Current and prospective employees and others residing outside the City of Winnipeg are to attend their local R.C.M.P. detachment that covers their area.

2. Child Abuse Registry Check (CARC)

- a. A CARC is a check for information on the national child abuse registry.
- b. Current and prospective employees and others as outlined in the preceding policy are required to complete an application pursuant to Section 19.3(4) of *The Child and Family Services Act* for access to the Child Abuse Registry. Current and prospective employees may submit the following forms by mail:

3. Consequences of Existing Records

a. Criminal Record

- i. The Director/Principal 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

b. Exemptions to Consequences of Existing Records

- i. Exceptions to the consequences outlined in 3a. above may be considered by the Director/Principal upon receipt of a written request from the employee. The written request shall include appropriate reasons, background information. When an exemption is approved, the Director/Principal shall inform the Board.
- ii. Where a criminal record exists, the school 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, if the employment offer has been made the employee will be terminated immediately.

4. Offers of Employment

- a. No person shall begin employment with SEC until both the CRC and CARC have been completed or at the least receipts have been turned in within 30 days of the start of employment.

5. Requirements for Student Employees

- a. No record checks are required for students while in attendance at SEC.

6. Costs of Criminal Record and Child Abuse Registry Checks

- a. Current and prospective employees, and others outlined in the preceding policy, are responsible for any costs associated with obtaining Criminal Record and Child Abuse Registry checks.
- b. SEC shall pay the cost of the Criminal Record Check for volunteers as approved by the Director/Principal.
- c. Approved Volunteers should make application for a CRC and CARC and will be reimbursed for costs associated for the check.

1. Responsibilities

a. Director/Principal

- Director/Principal is ultimately responsible for ensuring that CRC and CARC are completed for all current and prospective employees, as outlined in the policy.
- In the event that a criminal record or child abuse listing exists, the Director/Principal will advise the Board of the record. See Section 3 above.

b. Director of Operations

- i. The Director of Operations is responsible for ensuring that the CRC and CARC are completed for all current employees.
- ii. Director of Operations shall ensure that all results of the CRC and CARC are kept confidential and in a secure location in employee personnel files.

Confidentiality

All information received by Director/Principal or Director of Operations shall be treated in the strictest confidence.

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