



Policy: GBJA
Subject: Employment Security Checks

Policy:

The Red River Valley School Division Board of Trustees expects that all employees will provide a Criminal Record Check including the vulnerable sector search, a Child Abuse Registry Check and sign the divisional Employee Declaration/Disclosure Form at the commencement of their employment with The Red River Valley School Division.

Protocol:

Continued employment with The Red River Valley School Division is subject to the satisfactory results of a Manitoba Child Abuse Registry Check and a RCMP (or equivalent) Criminal Record Check including vulnerable sector search.

Through the Superintendent & CEO, The Red River Valley School Division Board of Trustees reserves the right to request an updated Child Abuse Registry Check and/or Criminal Record Check including vulnerable sector search, to be paid by the employee, at any time during the course of employment with The Red River Valley School Division.

Procedure:

Existing Child Abuse Registry Checks and Criminal Record Checks will be accepted providing they are no less than six (6) months old and the original can be produced. Photocopies are only acceptable if the copy is made and initialled by a staff member of The Red River Valley School Division Administration Office or a Red River Valley School Division Principal.

Should a Criminal Record exist or should the employee be listed on the Manitoba Child Abuse Registry, the determination of whether or not that result is satisfactory to continue employment with The Red River Valley School Division will be made by the Superintendent & CEO. Any termination under this policy shall be reported to the Board of Trustees. The employee may be required to provide proof of the nature of the criminal act and judgement or other information pertaining to either the criminal record check or child abuse registry check results.

The Red River Valley School Division will provide copies of their personal Criminal Record Checks back to the employee upon request. If the employee has had the Child Abuse Registry provided through the employer, that check is the property of The Red River Valley School Division and cannot (by law) be copied to any other person or agency.