

**Kelsey School Division
Box 4700
The Pas, MB R9A 1R4**

Code: GDQ

CRIMINAL INVESTIGATION AND CHILD ABUSE

1. The School Division is required by law to obtain Investigation Authorization forms from all employees, prospective employees, and volunteers and forward them for Child Abuse Registry checks and Criminal Records checks. Employment or association with the School Division is conditional upon the results of the Criminal Record/Child Abuse Registry check.
2. The School Division shall apply the provisions of this policy to its employees, to individuals providing contracted service to students or staff, and to volunteers and coaches working under limited supervision with students. Checks may also be required of those employed or volunteering in the School Division where circumstances warrant.
3. The existence of such records does not automatically exclude an individual from consideration for employment or a volunteer position, or terminate employment. The School Division reserves the right to deny and/or terminate the employment and/or association of the individual in the event that the criminal record and/or child abuse registry exist.
4. Some convictions may or may not reasonably preclude an individual from satisfactorily performing the duties within Kelsey School Division. The following procedures will apply when an investigation reveals a conviction, and the decision is made to investigate further an application.
 - a. Upon receipt of a confirmed criminal record or child abuse registry check, the Superintendent or Secretary Treasurer will interview the employee or volunteer to obtain further information about the confirmed results of the investigation.
 - b. The Superintendent or Secretary Treasurer will call Child Abuse Registry, Criminal Records Agency, or the RCMP to verify the information received from the employee or volunteer.
 - c. The Superintendent or Secretary Treasurer will consult with MSBA /School Division Legal Counsel in identifying what action, if any, must be taken.
 - d. The Superintendent or Secretary Treasurer will provide the Personnel Committee and/or the Kelsey School Division Board of Trustees with the information obtained as deemed appropriate.

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- e. The Personnel Committee will make a recommendation to the School Board regarding the action to be taken, if any, in regards to the employee or volunteer with the confirmed criminal record or child abuse registry check.
- f. The employee or volunteer will not be left alone with students until all required action has been completed.
- g. All information gathered will be considered strictly confidential.