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| POLICY:<br><br><b>Criminal Record Check/Child Abuse Registry</b> |  | POLICY NUMBER:<br><br><b>PS-2-3</b>   |
|  |  | PREVIOUS/REPLACES:<br><b>Child Abuse Registry/Criminal Record Check</b>                                 |
| APPROVED BY:<br><br><b>Executive Council</b>                     | EFFECTIVE DATE AS OF:<br><br><b>October 19, 2023</b> | PRIOR VERSIONS:<br><br><b>February 8, 2022<br/>August 11, 2016<br/>October 2, 2015<br/>May 21, 2009</b> |

**1. Policy Statement:**

In the interest of the safety and well-being of the students and staff employed by the Manitoba Institute of Trades and Technology (to be referred to as MITT), MITT requires any person offered permanent or term employment at MITT to obtain a Criminal Record Check and a Child Abuse Registry Check. MITT will also require any person offered permanent or term employment and who will have care and authority over a person in the vulnerable sector category to obtain a Vulnerable Sector Check.

In the case of volunteers, MITT may request a Criminal Record Check and a Child Abuse Registry Check, which will be evaluated based on the individual assignment. A Vulnerable Sector Search may be requested if the volunteer will have care and authority over a person in the vulnerable sector category.

In the case of students, any MITT student who participates in a work practicum at MITT as part of their program is required to obtain a Criminal Record Check and a Child Abuse Registry Check. A Vulnerable Sector Search may be requested if the student will have care and authority over a person in the vulnerable sector category.

In the case of Governing Board Members, requirements for record checks are determined by the Province of Manitoba.

Employment offers, volunteer opportunities (when applicable), and student work practicums at MITT are conditional upon the results of the required checks. The forms to be completed are available through People Services. All information gathered will be kept strictly confidential.

Whether a criminal charge or conviction has a relevant relationship to employment, volunteer work, or a student work practicum will depend on the particular assignment and the circumstances of the individual situation, including:

- the nature of the charge/conviction,
- how much time has lapsed between the charge/conviction and the employment decision/volunteer opportunity,
- what the individual has done in that intervening period, and
- whether a pardon has been secured in relation to the offence.



If a criminal record has been confirmed, and is deemed serious enough to have implications for the safety and well-being of the students and staff at MITT, or has the potential to reflect negatively on the image of MITT, the President or designate will determine the suitability of the applicant, volunteer, or work practicum student.

Employees/Volunteers/Students on Practicum are required to advise MITT as soon as possible of any circumstances which could impact the status of their record checks, including but not limited to, any charges or complaints advanced against them. MITT reserves the right to require updated record checks for any employee/volunteer/student on a MITT work practicum including the renewal of a Criminal Record Check, Vulnerable Sector Search and a Child Abuse Registry Check at any time. This includes circumstances where an employee has been on an extended leave from work. Fees associated with the security check renewals will be funded by MITT.

## **2. Scope:**

This policy applies to all persons offered permanent or term employment, volunteers (when applicable) and MITT students taking their work practicum at MITT. Employment offers, acceptance of volunteers, and work practicums are conditional upon the results of these checks.

## **3. Procedure:**

### **Criminal Record Check (CRC)/Vulnerable Sector Search**

#### **i. Criminal Record Check**

New permanent and term employees, volunteers (when applicable), and MITT students on a work practicum who will not have care and authority over a person in the vulnerable sector shall be required to complete a Criminal Record Check through Sterling Backcheck. On-line applications may be completed subject to the following conditions:

- Applicant is a resident of Winnipeg;
- is a resident of Canada for at least one year;
- has proof of current Winnipeg address; and
- is 18 years of age or older.

#### **Criminal Record Check/Vulnerable Sector Search**

New permanent and term employees, volunteers (when applicable), and MITT students on a work practicum who have care and authority over a person in the vulnerable sector, must apply for the Criminal Record Check and the Vulnerable Sector Search through the Winnipeg Police Service: <https://www.winnipeg.ca/police/pr/pic.stm> or local RCMP office, if residing outside the City of Winnipeg.

- ii.** If the new employee, volunteer, or student on a work practicum is not eligible to apply on-line through Sterling or the Winnipeg Police Service, they are required to go to the Winnipeg Police Service at 245 Smith Street, Winnipeg, MB, in person to apply for the applicable checks.
- iii.** If the new employee, volunteer, or student on a work practicum resides outside of Winnipeg, they must contact their local RCMP detachment to apply for a Criminal Record Check and/or Vulnerable Sector Search. Results will be mailed to their home address.



- iv. The CRC including the Vulnerable Sector Search, along with proof of payment for those that pay out of pocket, is to be submitted to People Services. The CRC including the Vulnerable Sector Search will be filed in the employee's personnel file or student record, and will become the property of MITT. The employee, volunteer, or student on a work practicum will be reimbursed for the cost of the Criminal Record Check including the Vulnerable Sector Search.
- v. If the Winnipeg Police Service or RCMP notify the individual that there has been a possible hit received specific to the Vulnerable Sector section, the employee/ volunteer/student will attend the local police service for fingerprinting. Once cleared, the original CRC is to be submitted to the People Services department, where it will be filed in the employee's personnel file or student record. The employee/volunteer/student will be reimbursed for the cost of the fingerprinting.

#### **Child Abuse Registry Check**

- i. All new employees, volunteers (when applicable), and MITT students on a MITT work practicum will as a condition of employment/volunteer/work practicum opportunity, be required to complete a Child Abuse Registry Check. This form is provided by the People Services department. The cost of this check is paid for by MITT.

#### **4. Administration:**

The Director of People Services and Organizational Development is responsible for ensuring this policy is adhered to.

#### **5. Review:**

This policy will be reviewed by Executive Council every five years.

This policy shall remain in effect until amended or revoked regardless of the five-year review.

#### **6. Reference:**

Human Rights Code (Manitoba)  
*The Age of Majority Act*  
Hiring Policy – Recruitment

#### **7. Definitions:**

CRC - Criminal Record Check

Age of Majority – Every person in Manitoba attains the age of majority, and ceases to be a minor, on attaining the age of 18 years.



Vulnerable Sector Category – A person under 18 years of age and who because of the age, disability, or other circumstances, whether temporary or permanent are:

1. In a position of dependence on others, or
2. Are otherwise at a greater risk than the general population of being harmed by a person in a position of authority or trust relative to them.

Vulnerable Sector Search – It is used to determine the possible existence of a criminal record and/or a sexual offence conviction for which an individual received a pardon.