

EMPLOYEE OBLIGATION TO DISCLOSE CRIMINAL CHARGES AND CHILD ABUSE INVESTIGATIONS

Overview:

The safety and well-being of students is the highest priority of River East Transcona School Division (RETSD). All employees are initially hired based on background checks confirming no criminal history and no record of child abuse or neglect. This policy ensures that employees remain suitable for work in an educational environment throughout their employment by requiring disclosure of any new criminal charges or child abuse investigations.

All employees of RETSD are required to promptly report the following, regardless of whether the incident occurred on or off duty:

1. Any criminal charge, conviction, or pardon granted against them.
2. Any investigation in which they are named as a subject by Child and Family Services or the Manitoba Commission of Teacher Professional Conduct.
3. Any investigation, allegation, or report involving child abuse, neglect, or endangerment in which they are named as a subject.

Employees must notify their leader, administrator, and/or the Human Resources Department as soon as possible upon learning of any charge or investigation.

Consequences of Non-Disclosure:

Failure to comply with this policy will be considered a serious violation of professional conduct, resulting in immediate termination regardless of the outcome of any legal or investigative process.

Process:

Upon disclosure, divisional administration will conduct a review to determine any interim action deemed appropriate, which may include:

- Administrative leave (paid or unpaid),
- Reassignment to non-student-contact duties,
- Notification to licensing or certification bodies, or
- Other employment-related decisions deemed appropriate.

Confidentiality:

All reports will be handled in a confidential manner and shared only with those who have a legitimate need to know, in accordance with applicable laws and RETSD policies.



EMPLOYEE OBLIGATION TO DISCLOSE CRIMINAL CHARGES AND CHILD ABUSE INVESTIGATIONS

Effective Date: April 21, 2026 Review Date:
Amended Date:
Board Motion(s): 94/26
Legal/Cross Reference: