Mandatory Checks for Employees and Volunteers- Employment Toolkit

River East Transcona
SCHOOL DIVISION

EMPLOYEE AND VOLUNTEER CHECK PROCESS

Thank you for supporting our students and schools. This toolkit outlines the screening requirements and processes that help ensure student safety and compliance with divisional expectations. Background checks are required for most volunteer roles, particularly where individuals may be in a position of trust or authority.

To ensure appropriate screening, volunteer roles are grouped by risk level:

SUPERVISED ROLES

- Short-term supervised: One-time or occasional support (e.g., event help)

LIMITED SUPERVISION

- Volunteers working with small groups or supporting activities with indirect supervision

POSITIONS OF TRUST/AUTHORITY

- Coaches, club leaders, field trip supervisors
- Volunteers responsible for student supervision (day trips or overnight trips)

WHO NEEDS BACKGROUND CHECKS

Background checks are required for:

- Volunteers working with students on an ongoing basis
- Volunteers supervising students (e.g., coaches, field trip chaperones)
- Any role involving potential unsupervised access or a position of trust/authority

Only Exceptions (No Checks Required)

Background checks are not required for:

- Classroom presenters where a teacher is present at all times
- Short, supervised tasks (e.g., handing out food, event setup)

REQUIRED CHECKS

Depending on the role, volunteers may need:

1. **Child Abuse Registry (CAR) Check** *(required annually)*
2. **Criminal Record Check (CRC)** *(required every two years)*
3. **Vulnerable Sector Check (VSC)** *(required for positions of trust/authority)*

Note: Volunteers must submit their CAR form **each June** to ensure clearance before the next school year. Volunteers must maintain valid, up-to-date clearances to continue participating.

CHILD ABUSE REGISTRY CHECKS

Volunteer Check Process

To maintain a safe and secure environment for students and staff, all employees and volunteers must complete the required background checks in accordance with Division process and provincial regulations.

VOLUNTEERS

Application Process

- Each school office has a *Child Abuse Registry (CAR)* application form available.
- Volunteers must complete and sign the form.
- The completed form is submitted by the school to Human Resources (hard copy).
- Please note that volunteer Child Abuse Registry Checks are exempt from fees under *Manitoba Regulation 16/99, subsection 11.1(2)*, therefore the cost is covered for all Child Abuse Registry checks for volunteers.

EMPLOYEES

Application Process:

- Download the Child Abuse Registry Check Application Form from the Government of Manitoba website Province of Manitoba | fs - Child Abuse Registry
- Complete the form fully
    - Be sure to select “Volunteer” as the reason
- Get your identity verified
    - You must provide two pieces of valid ID
    - Some applications may require a commissioner for oaths or authorized witness
- Submit your application:
    - By mail to the Child Abuse Registry office
        - 1st floor - 777 Portage Avenue
        - Winnipeg, MB R3G 0N3
        - Office Hours: Monday - Friday 8:30am to 4:30pm
        - Our office is closed during all holidays
    - Or in person (if applicable)

- Wait for processing
    - Processing times can take several weeks
- Receive your result
    - Typically mailed to you

CRIMINAL RECORD CHECKS

Winnipeg Police Service (WPS) *(for Winnipeg residents)*

Steps:

1. Apply online through the Winnipeg Police Service website Online record checks | City of Winnipeg
    - Choose “Criminal Record Check” (and Vulnerable Sector Check if required)
2. Complete the online application form

✓ Select “Volunteer” as the reason if you are volunteering

3. Upload your ID
    - You will need two pieces of valid ID (one must be photo ID)
4. Submit and pay the fee for the check.
5. Receive your results
    - Typically provided electronically (PDF or secure portal)

RCMP Criminal Record Check *(for areas outside Winnipeg)*

Steps:

1. Visit your local RCMP detachment in person
2. Request a Criminal Record Check
    - Ask for a Vulnerable Sector Check if your role requires it
3. Bring identification
    - Two pieces of ID (one must be photo ID)
4. Complete the form at the detachment
5. Processing
    - Some checks are completed quickly; others may take longer if fingerprints are required
6. Receive your results
    - Usually provided as a paper document or PDF

SUBMITTING YOUR CHECKS

- All completed checks must be submitted to hr@retsd.mb.ca
- Schools do not retain copies
- If checks are provided via an online portal:
    - Volunteers must download the official document (PDF)

Important Rules

- Volunteers **must be cleared before beginning** any role requiring checks
- No exceptions for roles involving student supervision or trust
- If unsure, volunteers should contact the school office before starting

Employee Screening Clarification

- Employees are not required to routinely renew their CAR or CRC after hire
- A duty to disclose policy will require employees to report any changes.

Mandatory Checks

All employees must complete the following background checks prior to starting work:

- **CR:** Criminal Record Check
- **VS:** Vulnerable Sector Check

- **CAR:** Child Abuse Registry Check

Note: Important Reminders

- Always select “Volunteer” when applying
- Make sure you request a Vulnerable Sector Check (VSC) if your role involves supervising students
- Once received, email your completed check to the hr@retsd.mb.ca
- Do not share login credentials if your results are accessed online and download the document instead

Completion Prior to Employment

- All checks must be completed and received by Human Resources **before the employee commences work**.
- Employees are responsible for obtaining and submitting these documents promptly to avoid any delay in their start date.

Reminder: Volunteers are required to maintain up-to-date screening requirements to support student safety. The Child Abuse Registry (CAR) Check must be reviewed annually, and all volunteers are expected to complete and submit a new CAR form each June. This timeline is essential to ensure clearance is received prior to the start of the upcoming school year. In addition, Criminal Record Checks (CRC), including the Vulnerable Sector Search where applicable, must be renewed every two years. Volunteers who do not have current and valid clearances on file will not be permitted to participate in volunteer activities until all requirements are met.