

Mandatory Checks for Employees and Volunteers – Leaders Toolkit



EMPLOYEE AND 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.

VOLUNTEER PROCESS

Volunteer role categories and risk tiers are a structured way to group volunteer activities based on the level of responsibility, supervision, and potential risk to students. These tiers help determine the appropriate screening requirements particularly whether a role meets the legal threshold of a “position of trust or authority”, which requires a Vulnerable Sector Check (VSC).

Defined categories and tiers include:

- **Short-term supervised:** Volunteers who assist occasionally and are always directly supervised by school staff (e.g., helping at an event or in a classroom for a single day). These roles are low risk and typically do not involve a position of trust or authority.
- **Authority roles (e.g., coaching):** Volunteers who lead, instruct, or supervise students and have decision-making responsibility (e.g., coaches, club leaders). These are considered positions of trust or authority.
- **Day trips:** Volunteers supporting off-site activities where supervision may vary. Risk level depends on whether the volunteer is alone with students or responsible for a group.
- **Overnight trips:** Volunteers responsible for students during extended, unsupervised periods (e.g., overnight supervision). These are high-risk roles and clearly meet the definition of trust or authority, requiring full screening including a VSC.
- Guest speakers (e.g., Indigenous Elders or cultural presenters) do not require a Child Abuse Registry or Criminal Records check if they are always supervised by a division employee.
- Mandatory checks are only required if a volunteer or guest will be alone with students.

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 hr@retsd.mb.ca.

Cost

- 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.

Renewal Process and Timelines

Child Abuse Registry (CAR) – Every year

Criminal Record Checks (CRC) Every second year

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.

FREQUENTLY ASKED QUESTIONS

Question: It has been a tradition for teachers to bring their own children and sometimes their own parents to school to act as 'volunteers' to help out in their classrooms. Do they need a CAR and CRC?

Answer: All volunteers are required to complete a background check unless they fall under one of the following exceptions:

- Classroom Presenters: Individuals who are visiting a classroom solely to give a presentation *while the teacher is present* and who will not be working directly with students or left alone with them.
- Event Helpers Under Supervision: Volunteers assisting at events such as handing out pizza or helping with materials *as long as they are working alongside other volunteers and staff with proper supervision*, do not need a background check.

If your planned volunteer activity does not fall into one of the exceptions above, please ensure that your volunteer background check is completed prior to participating.

Question: Our students go every year to the Japanese Cultural Center where the group is split into 4-5 groups and rotate through stations, some in different rooms. Usually the teacher is with one group and parent volunteers with the others. I am going to assume that unless we have parent volunteers with CRC and CAR, the students would not be able to attend this field trip as they would be in groups with Japanese Cultural Center staff who we're unable to confirm have cleared checks?

Answer: The key principle is that any volunteer or adult who may be alone with students must have a cleared Criminal Record Check (CRC) and Child Abuse Registry (CAR) check on file.

In the situation you've described with the Japanese Cultural Center:

- If parent volunteers are supervising student groups independently (i.e., without a school staff

member present), they must have cleared CRC and CAR checks.

- If students are placed in groups with external staff (e.g., Cultural Center staff) and no school staff are present, the same standard applies as there must be assurance that those individuals have appropriate screening. If this cannot be confirmed, students should not be left alone in those groups.

This does not necessarily mean the field trip cannot proceed, but it does require adjustments to ensure compliance and student safety. For example:

- Ensuring each group is supervised by a school staff member, or
- Limiting independent supervision to cleared volunteers only, or
- Structuring activities so students are not left alone with unscreened individuals

Ultimately, the expectation is that students are never left unsupervised with adults who have not been appropriately screened.