

NORTHERN LIGHTS INSTITUTE OF TRADES AND TECHNOLOGY CRIMINAL RECORD CHECK/CHILD ABUSE REGISTRY

To ensure the safety and well-being of all students (including minor students) and staff at the Swan Valley School Division's Northern Lights Institute of Trades and Technology (N.I.T.T.), all prospective students (Applicants) are required to obtain both a satisfactory Criminal Record Check and a satisfactory Child Abuse Registry Check, as conditions of enrollment at their own expense.

At the time of initial registration, all Applicants must submit a completed Adult Student Disclosure Form, attached hereto, which must meet the approval of the Division.

CRIMINAL RECORD & CHILD ABUSE REGISTRY CONSIDERATIONS FOR N.I.T.T. ENROLLMENT

Possession of a criminal record does not automatically disqualify an Applicant from enrollment at N.I.T.T. Each case will be reviewed individually, and enrollment may proceed if the record is deemed acceptable by N.I.T.T.

N.I.T.T. is committed to supporting community members in their academic and employment goals by actively working to reduce barriers to access and opportunity. N.I.T.T. enrollment is conditional upon the results of the required checks. All information gathered will be kept strictly confidential.

Whether a criminal charge or conviction will impact an Applicant's enrollment will depend on the particular assignment and/or the Applicant's individual circumstances, including but not limited to:

- the assignment/program for which the Applicant has applied;
- the nature of the charge/conviction;
- how much time has lapsed between the charge/conviction and the enrollment decision/volunteer/practicum opportunity;
- what the Applicant has done in that intervening period; and
- whether a pardon has been secured in relation to the offence.

If a Criminal Record or Child Abuse Registry has been confirmed and is deemed serious enough to have implications for the safety and well-being of the students and/or staff at N.I.T.T. (including S.V.R.S.S.) or has the potential to reflect negatively on the reputation of N.I.T.T., the Superintendent/CEO or designate will determine the suitability of the Applicant for enrollment.

PROCEDURE

- **Adult Student Disclosure**

All Applicants must complete and sign the attached Adult Student Disclosure Form, providing accurate and complete information regarding any past or current offences or investigations that may affect their eligibility for enrollment at N.I.T.T.

Failure to disclose relevant information, or any misrepresentation or omission, may result in immediate disqualification or removal from the program.

- **Criminal Record Check (CRC)/Vulnerable Sector Search (VSS)**

All Applicants will require a Criminal Record Check with the Vulnerable Sector Search, as a condition of enrollment.

Child Abuse Registry Check (CARC)

- All Applicants will require a Child Abuse Registry Check, as a condition of enrollment.

CONDITIONAL ENROLLMENT

N.I.T.T. acknowledges that there may be a delay in receiving the CRC and/or CARC. In such case, the Applicant must provide confirmation that the CRC and/or CARC has been sought, prior to the date of enrollment. Notwithstanding that the Applicant may be provided conditional enrollment, continued enrollment in any program or assignment is subject to a satisfactory CRC and/or CARC.

N.I.T.T. reserves the right to delay the enrollment of any Applicant or modify the program delivery until such time as the CRC and/or CARC condition has been satisfied.

POST ENROLLMENT DISCLOSURE

Students are required to advise N.I.T.T., as soon as possible, of any change in circumstance which could impact the status of their record checks, including but not limited to any charges or complaints advanced against them. N.I.T.T. reserves the right to require updated record checks for any student enrolled at N.I.T.T., including the renewal of a Criminal Record Check, Vulnerable Sector Search and/or a Child Abuse Registry Check, at any time. This includes circumstances where a student has been on extended leave from school. Fees associated with the record check renewals will be funded by N.I.T.T.

ADMINISTRATION

The Vice Principal of S.V.R.S.S. responsible for N.I.T.T. (or the relevant senior administrative position designate to oversee N.I.T.T.) is responsible for enforcing this administrative procedure.

REFERENCE

- *The Human Rights Code (Manitoba)*

