BRANDON UNIVERSITY	**Criminal Records Check and Child Abuse Registry Check Policy**	**Approved by:** GEC, EFC, GSC, Senate
Faculty of Education: Master of Education Administrative Policy	**First Approved:** January 29, 2026	**Updated:** May 24, 2026

1.0 Policy General Purpose

The Faculty of Education requires a Criminal Records Check (CRC) with the Vulnerable Sector Check, and a Manitoba Child Abuse Registry Check (CARC) from any students doing a practicum or thesis that involves children or vulnerable populations, with the exception of when they are working in the context in which they have already provided those documents to their organization. Exemptions may be granted by departments on case-by-case basis.

2.0 Definitions

For the purpose of this policy, unless otherwise stated, the following definitions shall apply:

Child Abuse Registry Check (CARC): The Registry contains names of persons who have been found to have abused a child. The purpose of the Child Abuse Registry is to help child and family services agencies protect children. Under certain circumstances, an employer or organization can access the Registry to determine whether persons who will have the care of children or have unsupervised access to children are listed on the Registry.

Adult Abuse Registry Check (ARC) The Registry contains names of persons who have been found to have abused an adult. The purpose of the Adult Abuse Registry is to help protect adults in adult education programs. Under certain circumstances, an employer or organization can access the Registry to determine whether persons who will have the care of adults.

Criminal Records Check (CRC) with Vulnerable Sector Check: CRC with vulnerable sector verification is used to determine the possible existence of a criminal record and/or a sexual offence conviction.

3.0 Policy Guidelines

It is the responsibility of the student to ensure that all matters related to the criminal record check and child abuse registry check have been completed successfully. Failure to complete such checks at the appropriate time will result in the student being ineligible for the practicum or thesis.

The submitted adult abuse registry check, criminal record check, and child abuse registry check forms must be completed and submitted along with the thesis supervision request form

or the practicum supervision request form prior to the scheduled commencement date of their practicum or thesis. Please note that original copies need to be submitted. We can only accept record checks that are dated six months from the date of issue. Records checks are considered valid by the Faculty of Education for two years, and therefore will need to be updated every two years.

If a student's adult abuse registry check, criminal record check or child abuse registry check indicate that the student has a record, the Department Chair of the department/stream in which the student is enrolled, will require the student to proceed to have the specific charges determined and provide evidence of the disposition of the charges prior to their practicum/thesis commencement.

In the event that a student has a criminal record involving violence towards a person, drug trafficking, or similar charges, or appears on the child abuse registry, the information will be forwarded to the Professional Standards Committee, which in conjunction with the provincial Director of Professional Certification, will determine whether the student should be a candidate who would be approved to be able to work with children or vulnerable populations.

If a record exists which would disqualify a student from working with children or vulnerable populations, the student will be advised that no recommendation for a practicum/thesis will be issued until a pardon is granted by the federal government.

It is the student's responsibility to report immediately any charge(s) that may be incurred after the Criminal and Child Abuse Checks have been submitted to the Faculty of Education. Failure to report any change to the AARC/CRC/CARC status may result in expulsion from the program.

4.0 Scope of the Policy

Applies to all students in the Masters of Education program. Students must complete a criminal records check and a child abuse registry check prior to the commencement of the practicum/thesis. Students will provide a local AARC, CRC and CARC, based on their current place of residence.

5.0 Reference to Other Policies

Brandon University Faculty of Education policy in the Brandon University General Calendar under General Information states that "Satisfactory completion of a Criminal Records check and a Child abuse Registry check is required to gain entrance into all Education degree programs requiring placement in Manitoba Schools for Field Experience (student teaching)."

6.0 Approval Process

Faculty of Education

7.0 Appendices

N/A

Procedures

Inquiries may be directed to the Office of the Dean of Education at deanofed@brandonu.ca, (204) 727-9616; or to Graduate Studies in Education GradStudies@BrandonU.CA, (204) 727-7406.