

 <b>BRANDON UNIVERSITY</b>	<b>Criminal Records Check and Child Abuse Registry Check Policy</b>	<b>Approved by:</b> Education Faculty Council Senate (February 13/24)
<b>Faculty of Education Administrative Policy</b>	<b>First Approved:</b> June 2008	<b>Updated:</b> August 2016

**1.0 Policy General Purpose**

Brandon University’s Student Records policy states “Education students registering for field experience courses are required to provide evidence of current and acceptable adult criminal records checks and child abuse registry checks.”

The Criminal Records Check and Child Abuse Registry Check policy requires that all students applying to the Faculty of Education, including all students applying to Faculty of Education teacher training projects, must complete a criminal records check and a child abuse registry check prior to the commencement of the first field experience placement. The Faculty or Project may require such checks to be completed early, if deemed necessary. The checks must have been completed in the same year of the student’s acceptance into the program, and will be considered valid for two years.

**2.0 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 field experience practicum.

Within the Faculty of Education, and Faculty of Education teacher training projects, students are required to submit original copies of their criminal records check and child abuse registry check to the Director of Field Experience or, the Director of PENT and CBE program where applicable. The submitted criminal record check and child abuse registry check forms must be received at least one month before the commencement of classes, August 1 for on-campus B.Ed. AD students, for that program. Records checks are considered valid by the Faculty of Education for two years.

If a student’s criminal record check or child abuse registry check indicate that the student has a record, the Director of Field Experience, or the Director of PENT and CBE where the students 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 field placements.

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 for the teaching profession.

If a record exists which would disqualify a student from entry into the profession, the student will be advised that no recommendation for certification will be made 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 CRC/CARC status may result in expulsion from the program.

### **3.0 Scope of the Policy**

Applies to all students applying to the Bachelor of Education programs. Students must complete a criminal records check and a child abuse registry check prior to the commencement of the first field experience placement.

### **4.0 Definitions**

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

CRC Criminal Records Check  
CARC Child Abuse Registry Check

### **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

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## **Procedures**

Inquiries may be directed to the Office of the Dean of Education at [deanofed@brandonu.ca](mailto:deanofed@brandonu.ca) or (204) 727-9616.

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