

Child Abuse Registry Check by Employers and Others Information for Employers and Others (Organization)

General Information

The purpose of the Child Abuse Registry is to help child and family services agencies protect children. Under the Act, organizations that provide services to children can have access to Registry information.

Access to the Registry is restricted and all names and information are confidential. The organization is only given the information described in Section C.

There are 3 ways that a name may be listed on the Registry:

1. A person was found guilty or pleaded guilty to an offence involving the abuse of a child in a court either inside or outside of Manitoba;
2. A family court has found a child to be "in need of protection" due to abuse; or
3. A child and family service agency's Child Abuse Committee has reviewed the case and formed an opinion that a person has abused a child.

Your organization has been given access to the Registry because you indicated that you have paid or unpaid (volunteer) staff who will work or care for children. To assist in assessing the suitability of staff you may apply for a Child Abuse Registry Check. You must complete the "**Application for a Child Abuse Registry Check by Employers and Others**" for each check. The consent of the person to be checked is required before a Registry search may be done.

Please note that the fact that a person's name is not listed on the Child Abuse Registry is no guarantee that he/she does not pose a risk to children. Organizations need to have policies and practices that protect children in addition to doing a Registry check.

Fees

There is a non-refundable fee for Child Abuse Registry checks.

However, applications for either of the following purposes are exempt from this fee:

- to assess a volunteer, a student trainee or someone in a work placement program **who is to work with children**;
- to assess an adult who wants to foster a child.

To avoid unnecessary delays, please ensure that the non-refundable fee of \$15.00 is included for each application that does not fall within the above exemptions.

Filling out the Application

The organization requiring the check is the **Applicant**. The person being checked is the **Subject**.

The application is to be completed regardless of the Subject's age or the purpose of the check.

The application has three parts:

1. Consent
2. Information and Results
3. Fee Payment

Complete Part 2 Section A-1 and A-2 before giving the application to the Subject as the consent is based on information contained in these sections.

Part 1 Consent to Collection & Disclosure of Information and Results

Advise the person why you require them to have a Child Abuse Registry Check. Provide a copy of the fact sheet "So You've Been Asked to Have a Child Abuse Registry Check..."

Explain the Child Abuse Registry Check process noting that the person's written consent is required.

Review the consent with the Subject and ensure the Subject has signed and dated the consent to collect information and to disclose information and results.

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Filling out the Application (cont'd)

Part 2 Information and Results

SECTION A – ACCESS BY EMPLOYERS AND OTHERS

A-1 Applicant's Mailing Label

This section will appear in the envelope window when the results are mailed to you.

Do not make changes to A-1. **Report** all changes in writing to the Child Abuse Registry by e-mail, fax or mail to the address below. A new application template will be sent to you when changes are reported.

A-2 Purpose of Registry Check

According to legislation, an employer or other may apply for a Child Abuse Registry Check to assess a person to provide work or services to the organization that involves access to children. **Select** one purpose only and place a check mark in the box beside the purpose for the check. The application will be returned as incomplete if you do not make a selection.

A-3 Position

Indicate the type of position for which the person has applied. Place a check mark in the box beside either Volunteer; Paid Staff; or Other.

Briefly describe the position in terms of its access to children.

A-4 Applicant Authorization

Complete A-4 after the Subject returns the application to you.

Access Code – Your access code is confidential and has been assigned **solely** for your organization's use. Do not share this code or application with anyone else. The code is to be handwritten in the space provided **after** the Subject's identification has been verified by your organization.

Signature of Applicant Staff Who Verified Subject's Identification - An organization (Applicant) staff person:

- **ensures** Section B is readable and complete;
- **examines** the Subject's identification and ensure it matches the information in Section B;
- **reviews** the application to ensure it is complete including consents, signatures and fee payment where required;
- **signs** the application in the space provided in A-4.

Note: If the Subject is not able to personally present identification to you, you should have his/her identification verified by a Commissioner for Oaths, Notary Public or a professional. This verification should be provided to you for your records. Please refer to the fact sheet "So You've been Asked to Have a Child Abuse Registry Check..."

Applicant's Signature – Once staff has verified the identification, the supervisor or the Executive Director **signs** the application in the space provided in A-4 to indicate that all necessary steps have been completed.

SECTION B – SUBJECT'S INFORMATION

The Subject completes all of Section B once they have signed Part 1 Consent to Collection & Disclosure of Information and Results.

Remind the Subject to print clearly in ink, to include their full name and any other names used such as nicknames, and to indicate on the application the two pieces of identification that they intend to show you. Be sure to point out the sections that are for office use only – Sections A and C.

SECTION C – MANITOBA CHILD ABUSE REGISTRY CHECK RESULTS

Do not write in this Section.

Staff of the Child Protection Branch will complete this Section. The completed check will be returned to you.

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Filling out the Application (cont'd)

Part 3 Fee Payment

Payment Exemption

Place a check mark in the exemption box in Part 3 if the purpose of the check is any of the following:

A-2 Purpose of Registry Check: (Please check at least one of the following)

To assess the Subject of this check:

- Whose work, whether ~~paid~~ or **unpaid**, involves or may involve the care, custody, control or charge of a child
- Whose work, whether ~~paid~~ or **unpaid**, permits or may permit access to a child
- ~~Who wants to work in a full time day care centre, school age day care centre or nursery school, or who **volunteers** in a nursery school and will be included in the staff to child ratio [M.R. 62/86 s. 7(12), 20(2)]~~

A-3 Position: **Volunteer**

Payment Method

Ensure that the non-refundable fee of \$15.00 is included with the application if the payment exemption does not apply.

The payment methods available for organizations are Visa; Mastercard, cheque, money order or cash. Note it is recommended that you do not send cash through the mail. Remember, cheques and money orders must be made payable to the Minister of Finance.

- * **Forward all three** parts of the application to the Child Abuse Registry.