



FLIN FLON SCHOOL DIVISION SECURITY CHECK INFORMATION FOR STAFF AND VOLUNTEERS

All staff and volunteers for the Flin Flon School Division are required to provide **both** a Criminal Record Check (including Vulnerable Sector Screening) **and** a MB Child Abuse Registry Check. There is no charge for these checks for volunteers, however staff are required to provide the checks at their own expense. Information on obtaining these two types of security checks are as follows:

Staff:

- a) Criminal Record Checks are completed by the local RCMP Detachment. Fees, identification requirements, and payment information can be obtained by calling the Detachment directly at:

Flin Flon RCMP: 204-687-1423 Creighton RCMP: 306-688-8888
Cranberry Portage RCMP: 204-472-4044

It is strongly recommended that staff call before attending the Detachment in order to be able to provide all required documents and payment. Once the check has been completed, it will need to be picked up and provided to Flin Flon School Division Administration Office.

- b) MB Child Abuse Registry Check can be completed online at:

https://www.gov.mb.ca/fs/childfam/child_abuse_registry_form.html

The results of this "Self Check" will be mailed to the staff member and must be provided to the Flin Flon School Division Administration Office.

(In the event that an online application cannot be completed by the staff member, alternate forms may be made available at the Administration Office.)

Volunteers:

Please see any school secretary or attend at the Flin Flon School Division Administration Office to complete the Child Abuse Registry forms and to pick up a volunteer letter that must be presented at the RCMP Detachment along with the required identification. The results from the Child Abuse Registry check will be mailed directly to the Flin Flon School Division, however the results of the Criminal Record check will need to be picked up and provided to the Administration Office by the volunteer.

PLEASE BE AWARE THAT THE CRIMINAL RECORD CHECKS CAN TAKE UP TO 1 WEEK TO COMPLETE AND THE CHILD ABUSE REGISTRY CHECKS CAN TAKE UP TO 6 WEEKS TO COMPLETE.