

IISD-ELA Safeguarding and Protection of Children Procedure: Background Checks

Purpose

These procedures extend from the IISD Experimental Lakes Area (IISD-ELA) Safeguarding and Protection of Children Policy and provide guidance for conducting criminal background checks and child abuse registry checks at the time of hire and on a regular basis thereafter. The purpose of these procedures is to ensure that all current IISD-ELA representatives and prospective IISD-ELA representatives (as defined in the policy as board of directors, employees, volunteers, associates, and consultants) who have direct or indirect responsibilities for persons under the age of 18 undergo thorough background checks to prevent any risk of harm or abuse to children and youth.

Scope

These procedures apply to all IISD-ELA representatives who work with children (people under the age of 18).

This includes but is not exclusive to all IISD-ELA staff working with children—for example, those in direct education roles and those with indirect responsibilities for children at the field station during the summer—and those who supervise these employees.

Procedures

Initial Background Checks

All prospective IISD-ELA representatives who will work with children must undergo a criminal background check, including vulnerable sector screening, which may include an enhanced criminal record check intended for individuals seeking employment or volunteer opportunities with vulnerable persons; and a child abuse registry check, where such a registry exists. As part of the application process, the prospective IISD-ELA representative shall be required to submit to IISD Human Resources.

- Prior to the commencement of employment or engagement, a prospective IISD-ELA representative must
 - complete a Statement of Application to Work With Children (see Appendix),
 - submit proof that they have recently applied for a criminal record check with vulnerable sector screening, and
 - submit proof that they have recently applied for a child abuse registry check or a completed application for child abuse registry check, where such registries exist

(in Canada, currently only the provinces of Manitoba and Nova Scotia offer provincially based registries).

- Within 8 weeks of the date of hire, a prospective IISD-ELA representative must
 - submit the results of a criminal record check with vulnerable sector screening current to within 12 months, and
 - submit the results of a child abuse registry check current to within 12 months, where such registries exist.

Employment or engagement is contingent upon the satisfactory completion of these background checks.

Ongoing Background Checks

IISD-ELA representatives who work with children must undergo criminal background checks and child abuse registry checks on a regular basis. These checks will be conducted every 3 years to ensure continued compliance with the IISD-ELA Safeguarding and Protection of Children Policy. IISD-ELA representatives will be asked to submit the following:

- a completed Statement of Application to Work With Children (see Appendix)
- the results of a criminal record check with vulnerable sector screening current to within 12 months, and
- the results of a child abuse registry check current to within 12 months, where such registries exist.

Continued employment or engagement is contingent upon the satisfactory completion of these background checks.

IISD Human Resources will track the dates of the last background checks for each employee and ensure that rechecks are conducted at the specified intervals.

IISD-ELA representatives will be reminded in advance of the need for a recheck and provided with the necessary forms and instructions.

It is a condition of employment that IISD-ELA representatives who work with children notify the Director, People and Culture (or designate) if

- they are under investigation by a child protection authority,
- their name is added to a child abuse registry (if applicable),
- they are investigated or charged with a criminal offence under federal or provincial legislation, or
- there is a change to the status of their criminal record or child abuse registry.

Such disclosures will be reviewed by the Director, People and Culture (see Review and Decision below). Failure to provide notification within a reasonable time period, not to exceed 20 days, may result in termination of employment.

Resources

Prospective IISD-ELA representatives should attend their local police authority office (or RCMP detachment, in Canada) and obtain and submit the original copy of their criminal record check (with vulnerable sector screening) to IISD Human Resources by mail to this address:

Attention: IISD Human Resources – CONFIDENTIAL
325-111 Lombard Avenue Winnipeg, MB R3B 0T4

Prospective IISD-ELA representatives should obtain a child abuse registry check or equivalent where such registry exists in their province or region of employment.

- In Manitoba, the child abuse registry self-check application forms can be obtained from the Manitoba government website: [Manitoba government website](#).
- In Ontario, the vulnerable sector search is available from local police authorities. Those living in a community with an Ontario Provincial Police service can apply online: <https://www.opp.ca/index.php?id=147&lng=en>.

Candidates for employment, employees, and volunteers will be reimbursed for associated fees.

Review and Decision

IISD Human Resources will ensure the confidentiality of all personal information obtained during the background check process.

Results of the background checks will be reviewed by IISD Human Resources.

If any adverse information is found, IISD Human Resources will conduct a thorough review and may discuss the findings with current and prospective IISD-ELA representatives.

Adverse information includes but is not limited to:

- criminal offences: any convictions for offences involving violence, sexual misconduct, or crimes against children
- listings on child abuse registry: inclusion on any registry related to child abuse or neglect
- serious misconduct: past instances of serious misconduct that indicate a risk to the safety and well-being of children
- relevant regulatory prohibitions: violations of relevant regulations or prohibitions that pertain to the protection of children.

Where a criminal record is confirmed by the criminal record check and/or the IISD-ELA representative is listed on a child abuse registry, and such information is judged to pose a significant real or potential hazard to the safety of children, IISD-ELA reserves the right to deny or terminate the employment or engagement of the IISD-ELA representative. If it is determined that a prospective IISD-ELA representative or current representative is unsuitable for hire, appointment, or placement as a result of the criminal record and child abuse registry checks, Human Resources will communicate the decision in writing.

Notification and Record Keeping

Applicants and employees will be notified of the results of their background checks. IISD Human Resources will maintain records of all background checks in a secure and confidential manner, ensuring compliance with applicable privacy laws and regulations.

Compliance

Any IISD-ELA representative found to have falsified information or withheld pertinent information related to their background checks will be subject to disciplinary action, up to and including termination.

Non-compliance with the background check policy will result in disqualification from working with children and may lead to termination of employment.

Related Policies, Procedures, and Guidelines

- IISD-ELA Safeguarding and Protection of Children Policy
- IISD-ELA Safeguarding and Protection of Children Procedure: Reporting a Child in Need of Protection

Policy Review and Revision

Review cycle: This policy will be reviewed regularly, and at least once every 5 years by the policy owner to ensure its relevance and accuracy.

Revision history:

Date	Version	Description of Changes	Approved By
June 16, 2026	1.0	Initial procedure release, in the IISD-ELA template	IISD-ELA Board through a Board Resolution

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Appendix: Statement of Application to Work With Children

Applicant Statement

This statement will be completed by all applicants for any position as an IISD-ELA representative (as defined in the IISD-ELA Safeguarding and Protection of Children Policy), whether paid or unpaid, who have direct or indirect responsibilities for persons under the age of 18.

This statement is also to be included by current IISD-ELA representatives every 3 years.

The completion of the statement will help assure IISD-ELA that it will provide a safe and secure environment to the children and youth who participate in its programs.

Name:	
Email:	
Address (current residence):	
Phone number where I can be contacted:	

Check one:

- ☐ I am a current IISD-ELA representative, submitting this statement for the first time to update my employment record as it pertains to my role.
- ☐ I am applying for a position as an IISD-ELA representative. Position applied for:

As the IISD-ELA representative described above, I do hereby represent to IISD-ELA, with the understanding that IISD-ELA will rely upon the information provided in considering my application to work with children, that the foregoing information and following statements are true:

- ☐ I understand the essential duties of my position in connection with working with children in the programs of IISD-ELA. I am able to perform those essential duties with no accommodation except as follows:

- ☐ I have never been accused of abuse of a child or attempted sexual molestation of a child, either in a program for children or otherwise.

- ☐ I have never been arrested as a result of a charge of child abuse or actual or attempted sexual molestation of a child.
- ☐ I have never been convicted of child abuse or a crime involving actual or attempted sexual molestation of a child.
- ☐ I have read the IISD-ELA Safeguarding and Protection of Children Procedure: Background Checks, and the IISD-ELA Safeguarding and Protection of Children Procedure: Reporting a Child in Need of Protection and understand that these form terms and conditions of my employment with IISD-ELA.
- ☐ For candidates only: I authorize my personal references to give IISD-ELA/IISD Human Resources any information they may have regarding my character and fitness for work with children. I release such individuals from any liability that may result from their furnishing such information to IISD-ELA.

Applicant signature: _____

Date: _____