



Policy Number:	8.1
Policy Grouping:	Risk Management
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Approved By:	OCPSA Board of Directors

8.1 SCREENING POLICY

Purpose

1. Screening of personnel and volunteers is an important part of providing a safe environment among sport organizations which provide programs and services to children, youth and people with disabilities. OCPSA is responsible, at law, to do everything reasonable to provide a safe and secure environment for participants in its programs, activities and events. OCPSA takes very seriously, and is committed to, fulfilling the duty of care it owes to its Members.
2. The purpose of screening is to identify individuals within OCPSA who pose a risk to its Members.

Policy

3. OCPSA will conduct the following 10-step screening process for OCPSA's personnel and volunteers, as designed by Volunteer Canada (2012).
4. Volunteers and staff who do not meet the requirements or abide by the requirements of this Policy may not be accepted, may be disciplined or may be dismissed.

Definitions

5. The following terms have these meanings in this Policy:
 - a) *"Duty of Care"* - A legal principal that identifies the obligations of individuals and organizations to take reasonable measures to care for and protect their participants. It is important to understand that Canadian courts will uphold organizations' responsibilities to screen carefully. This is part of their "Duty of Care".
 - b) *"Members or Representatives"* – Individuals who participate in the activities of OCPSA. Members include: athletes, parents/guardians, coaches, officials, referees, managers, sport assistants, personal assistants, administrators, volunteers, directors, officers, committee members, and individuals recognized previously by OCPSA as Honorary Members. In all cases, Members are registered with OCPSA and are charged an annual registration fee in order to participate in the programs and activities of the organization.
 - c) *"OCPSA"* – Ontario Cerebral Palsy Sport Association.
 - d) *"Police Records Check (PRC)"* – A record of a person's criminal history as maintained by the local police force which is generally used by potential employers, lenders etc. to assess trustworthiness

- e) *“Position of Trust”* - Situations in which someone has a significant degree of: a. Authority or decision-making power over another, or b. Unsupervised access to another person and to his/her property. Also, situations where the success of the service depends on the development of a close, personal relationship between the individual as in mentoring or friendly visiting programs.

Screening Committee

6. The implementation of this Policy is the responsibility of the Screening Committee, a committee of three persons appointed by the Board of Directors for a term of two years.
7. The Screening Committee will carry out its duties in an independent manner and at arms-length from the Board of Directors and the staff of the OCPSA.
8. In carrying out its duties, the Screening Committee may consult with independent experts including lawyers, police, risk management consultants or volunteer screening specialists. The decisions of the Screening Committee are final and binding and may not be appealed.

Screening Process

9. Determine Risk
Clearly identify, define and control a set of conditions and level of risk for each volunteer and staff position within OCPSA. Determine the screening standards required for each position based on these conditions and level of risk.
10. Position Description
Develop and maintain position descriptions that define responsibilities, expectations (including screening requirements) and levels of supervision for each volunteer and staff position.
11. Formal Recruitment Process
Post all volunteer and staff positions and indicate that screening is part of the application process.
12. Application Form
Prepare and make available appropriate application forms for volunteer and staff positions and if the position requires other screening measures (driver's record, police check), the application form will so indicate and ask permission to do so.
13. Conduct Interviews
Conduct interviews for volunteer and staff positions to ensure candidates meet the position requirements and are the “right fit” for OCPSA.
14. Reference Check
Implement a standard reference check questionnaire and follow through with the candidate's list of references.
15. Police Records Check
 - a) Not all volunteers and personnel affiliated with OCPSA will be required to undergo screening through a Police Records Check (“PRC”), as not all positions pose a risk of harm to OCPSA or its members.
 - b) Persons who will be subject to screening through a PRC are those who work closely with minor (child and youth) athletes and athletes with a disability, and who occupy positions of trust and authority within OCPSA programs. Such ‘designated positions’ include:

- i. All individuals in paid staff positions;
 - ii. All persons affiliated with provincial teams, whether paid or volunteer; and
 - iii. Any staff person, board member or volunteer appointed to accompany an OCPSA team to an event or competition whether as a coach, manager, chaperone, driver or official in another role.
- c) The Screening Committee is responsible for receiving and reviewing all PRCs and, based on such reviews, making decisions regarding the appropriateness of individuals occupying 'designated positions'. The Screening Committee may approve an individual's participation in a 'designated position', may deny an individual's participation in a 'designated position' or may approve an individual's participation in a 'designated position' subject to terms and conditions as the Screening Committee deems appropriate.
- d) PRCs will be mandatory for all persons in 'designated positions'. There will be no exceptions.
- e) Failure to participate in the PRC process as outlined in this policy will result in ineligibility for the 'designated position'.
- f) OCPSA will not knowingly fill a 'designated position' with a person who has a conviction for a 'relevant offence' as defined in this policy.
- g) If a person in a 'designated position' subsequently receives a conviction for, or be found guilty of, a relevant offences, he/she will report this circumstance immediately to OCPSA.
- h) The procedures for obtaining a PRC are as follows:
- i. Each person required to undergo a PRC will apply for and obtain the PRC at their local police detachment. If there is a charge to obtain the PRC, OCPSA will **not** reimburse the person for such expense.
 - ii. Each person subject to this policy will submit the original copy of their PRC to the Screening Committee, c/o OCPSA at its head office, in an envelope marked 'Confidential'.
 - iii. The Screening Committee will review all PRCs received and will determine whether the PRC reveals a relevant offence. The Screening Committee will render its decision in accordance with paragraph 8 and will notify the person and OCPSA of its decision in writing. The original copy of the PRC will be destroyed or returned to the person who supplied it.
 - iv. PRCs are valid for a period of three years.

16. Orientation and Training

Provide orientation to new volunteers and staff to help familiarize them with the organization's goals, objectives, policies and processes including codes of conduct. Provide training to new volunteers and staff related to specific skill development and position expectations which may be necessary for satisfactory performance.

The level of risk associated with a position (as indicated in the position description) will determine the level of orientation and training required.

17. Supervise and Evaluate

The identified level of risk associated with each volunteer and staff position (as indicated in the position description) will determine the necessary level of supervision and evaluation in respect of a person's performance. For example: supervision may include an unscheduled observation of a coach during a practice or event; and evaluation may include an annual or interim staff appraisal).

18. Follow Up

Follow up in respect of a person's performance in his or her position may be necessary and will be determined by the position description. An example of follow up may include an end of season interview with a coach.

Relevant Offences

19. For the purposes of this Policy, a 'relevant offence' is any of the following offences for which pardons have not been granted:

- a) If imposed in the last five years:
 - i. Any criminal offence involving the use of a motor vehicle, including but not limited to impaired driving; or
 - ii. Any violations for trafficking under the Controlled Drug and Substances Act.
- b) If imposed in the last ten years:
 - i. Any crime of violence including but not limited to, all forms of assault; or
 - ii. Any criminal offence involving a minor or minors.
- c) If imposed at any time:
 - i. Any criminal offence involving the possession, distribution, or sale of any child-related pornography;
 - ii. Any sexual offence involving a minor or minors; or
 - iii. Any offence involving fraud.

Records

20. The Screening Committee will retain no copies of PRCs, but may retain written records of its communications with the persons submitting the PRC and with the OCPSA. All records will be maintained in a confidential manner and will not be disclosed to others except as required by law, or for use in legal, quasi-legal or disciplinary proceedings.

Review and Approval

21. This Policy is not a static document: it will be reviewed by the Board of Directors, with input from the Screening Committee, on an annual basis.