

Ottawa River Canoe Club Screening Policy

Introduction

The backbone of the Ottawa River Canoe Club is supported by volunteers who frequently have a highly public role; they are persons that parents and children dealing with the club see first and most often.

Volunteer screening is being adopted by a growing number of organizations. The process includes assessing risk, discerning suitability of an individual for a given task, providing training and, when necessary, modifying the setting and arrangement of task.

The following are the requirements of the ORCC in terms of screening.

Ottawa River Canoe Club Screening Policy

The following must adhere to the ORCC Screening Policy:

- All members of the ORCC Board of Directors
- Full-time staff
- Part –time staff
- Volunteers working with a vulnerable sector (Children)

Required Screening Steps

Full Time/ Part Time Staff & Volunteers Dealing with a Vulnerable Sector:

1. All staff members and potential staff MUST complete a “Disclosure of Criminal Records Form” on an annual basis and submit it to ORCC. (Appendix 1)

Once secured with ORCC all staff and volunteers must complete a criminal records check and a vulnerable person’s check. This is completed by the applicant going to their local police service for completion.

2. Every three years following the initial check all staff and volunteers must submit a new criminal records check and vulnerable person’s check.
3. Any volunteer or staff member away from the organization for more than one year is required to complete the vulnerable persons check and criminal records check upon their return.

Board of Directors:

1. All Board of Directors (BOD) members and potential BOD members MUST complete a “Disclosure of Criminal Records Form” on an annual basis and submit it to ORCC. (Appendix 1)

Once secured with ORCC the organization all BOD members must complete a criminal records check. This is completed by the applicant going to their local police service for completion.

2. Every three years following the initial check all BOD members must submit a new criminal records check and vulnerable.

Review of the criminal records check and vulnerable persons check results will be completed by ORCC's Commodore, Vice-Commodore and Programs Director and will be based on the following criteria:

A satisfactory criminal records check is either:

- confirmation from the police that no criminal records and / or charges exist; or
- That any existing convictions and / or charges are not relevant to the position, as determined by ORCC.

In determining whether any convictions and / or charges are relevant to the position, ORCC may gather information which may include a telephone or personal interview with the individual and / or other persons or agencies.

ORCC, in making the final decision, will consider the following:

- (a) Relationship of the offence(s) to the nature of the position;
- (b) Number and nature of the charges and / or convictions;
- (c) When the offence(s) occurred; and
- (d) What the individual has done since the date of the offence.

If after the review ORCC determines that the individual poses a risk and is not an appropriate candidate for the position, ORCC will immediately notify the individual in writing as to their status with the organization.

ORCC will not necessarily refuse a position to an individual because he or she has been charged with or convicted of an offence of a type which does not pose a risk to the members of ORCC, considering the duties of the position the person is seeking to occupy.

Offences which could deem the individual ineligible to participate in any capacity with ORCC are listed below. Note this is reference only and not a complete list of applicable charges

- Assault with a Weapon
- Assault Cause Bodily Harm
- Aggravated Assault
- Sexual Assault
- Sexual Interference
- Sexual Exploitation
- Invitation to Sexual Touching
- Making, distributing or possessing child pornography
- Current prohibitions or probation orders forbidding the individual to have contact with children under the age of 14
- Indictable criminal offences for child abuse
- Luring a Child
- Voyeurism
- Possession for the Purpose of Trafficking
- Production of a Substance (as defined in the C.D.S.A.)
- Robbery

Recommended offences for which disqualification from participation is to be determined by ORCC are listed below. Note this is reference only and not a complete list of applicable charges

- Assault
- Threatening
- Possession of a Substance (as defined in the Controlled Drug and Substance Act [C.D.S.A.])
- Impaired Driving
- Theft, Fraud and Related Offence (while in a Position of Trust)
- Convictions pertaining to illegal substances, other than for manufacture and/or trafficking
- Firearm Related Offences (other than use of firearm in the commission of an offence)

ORCC realizes that in some cases there may be delays in receiving the results of the requested criminal records check and vulnerable persons check and in these cases will take the following steps:

- Applicants must immediately complete a criminal records disclosure as presented in appendix 1 of this policy.
- Conduct interviews with any new staff/volunteers. This gives you the opportunity to get to know applicants better and to realize any red flags that may exist with this person.
- Ask for, and follow up on references which will help to determine a person's character. This can be done for all staff/volunteers being recruited.
- Staff/Volunteers awaiting their results should be under close supervision.
- Follow up with program participants. Regular contact with participants and family members can act as an effective deterrent to someone who might otherwise do harm. Staff/volunteers should be made aware of any follow-up activities that may occur. These could include spot checks for volunteers in high-risk positions, especially any awaiting the results of their vulnerable person's checks and/or criminal records checks.

Safeguards

Security safeguards will be implemented to ensure all personal information is protected from theft as well as unauthorized access, disclosure, copying, use or modification thereof. The level of safeguards employed shall be directly related to the level of sensitivity of the personal information collected. The more sensitive the information, the higher the level of security employed. Methods of protection and safeguards to be employed will include but in no way be limited to locked files, offices and storage areas, need to know access as well as technological measures such as passwords and encryption.

APPLICANTS DISCLOSURE OF CRIMINAL RECORDS

ORCC is committed to reducing harassment, abuse and bullying in our programs. As a priority we are screening volunteers and staff to ensure the highest quality of personnel to support our programs and create a friendly and welcoming environment for our participants. Some positions require additional screening.

Please be advised that your position requires a criminal records check and a vulnerable person's check.

Do you wish to disclose any previous record(s) of offences?

No

Yes

Official Charge(s) Date of Conviction	
Charge _____	Date _____
Charge _____	Date _____
Charge _____	Date _____

Disclosure or discovery and circumstances of a previous record of offence may be considered in your application for position within the ORCC.

I hereby acknowledge that the information provided above is accurate to the best of my knowledge.

Signature _____ Date _____

APPENDIX 2 – DEFINITIONS

Vulnerable Sector Check

A VS check is initiated by the local police in the jurisdiction where you live. A VS check is designed to protect vulnerable Canadians from dangerous offenders by uncovering the existence of a criminal record and/or a pardoned sexual offence conviction and is recommended as part of an overall employment or volunteer screening process. The results of the check can help to determine whether an individual is suitable to work in positions where they will be in close contact with vulnerable people.

The police will use the Canadian Police Information Centre (CPIC) system as well as their own database to conduct a background search based on your name, gender and date of birth. If your gender and date of birth match to a pardoned sex offender record, you will be asked to provide fingerprints to confirm your identity. Be assured that:

- This is not an accusation of criminality: Prints are used to confirm your identity only
- Your fingerprints will be destroyed after 90 days - When the check is complete, as with all civil checks, the RCMP does not keep your prints on file and they will not be searched for future purposes

Criminal Records Check

A criminal record check is a search that is used to determine whether an individual has a criminal record. The search can be based on an individual's name and date of birth, or for much greater assurance, it can be based on fingerprints for positive identification.

A criminal record check is performed against the national repository of criminal records maintained by the Royal Canadian Mounted Police (RCMP), which holds approximately 4.2 million records.

Checks are also in many cases performed against a Canadian police service's local records.