



SCREENING POLICY

Due to the positions of trust that are inherent in the provision of sport activities, all staff and volunteers that will play a role in ROWONTARIO activities need to be screened for the protection of all the individuals that we provide service to, especially individuals considered vulnerable.

Initial screening includes interviewing all potential staff and volunteers. If the candidate continues to be a potential staff or volunteer, the next step of screening requires a minimum of two reference checks will be conducted by the supervisor of the position. The references will be conducted with an individual who has no family relationship to the candidate.

A condition of employment for all employees is to submit a police check. Any position that could put the employee in a position of trust or authority over minor or other vulnerable populations will be required to submit a Vulnerable Sector Screening report. All other employees will be asked to submit a current Police Criminal Records Check. (Current is defined as three months from employment commencement date). Note for some positions, individuals may also be asked to submit a driver's abstract as a screening tool to help protect the organization's assets.

All volunteers who will be in a position or trust or authority over vulnerable populations will be required to submit a Vulnerable Sector Screening. Any other volunteers taking on positions designated as a high-risk position will be asked to submit a current Police Criminal Records Check. (Current is defined as three months from the start date of volunteer activities).

Job descriptions for each position indicate the type of record check required for the position. The Executive Director will assess any unusual situations to determine the level of police record check required. Reports will be reviewed only by the Executive Director and once approved, a copy of the report with a date and signature indicating that an original was seen will be kept in a secure location.

Criminal Reference Checks do not guarantee absolute protection to the organization. They are used as a precautionary measure designed to seek confirmation that employees and volunteers in contact with children and/or vulnerable adults do not have a criminal history which could potentially make them unsuitable for certain positions of trust.

At the discretion of the Executive Director and/or Board of Directors, a staff and/or volunteer may be asked to provide a current and satisfactory Record Check at any time during the course of their involvement. When the club requests an updated report, they will be reimbursed any cost of such report upon receiving an official receipt.

Please note individuals who have had a six-month or greater gap in service will be treated as new applicants for the purposes of criminal reference checks. Additionally, any employees and volunteers

actively seeking to take on different positions should be aware that a change in role may require a new or different level of police record check being submitted.

The provision of a current record check is a condition of employment for successful candidate(s). Employment and/or volunteer service is not allowed to commence until such time after the record check report results are received and a decision on approval of the report is confirmed.

***Reviewed and Approved by
ROWONTARIO Board of Directors
March 24, 2018***