

Blackmud Creek Community League Volunteer Screening Policy

PREAMBLE

The Blackmud Creek Community League Board (The Board) recognizes that the provision of community programs, at every level, could not exist without the valuable contribution that volunteers provide in every aspect of the organization.

It is also acknowledged that the Blackmud Creek Community League (BCCL) has a moral, ethical and legal responsibility to ensure that volunteers, who provide a service in certain areas, are individuals who are suitable to work in those areas of service. **It is therefore imperative that the BCCL implement a volunteer screening process to provide certain standards, criteria and enforcement measures in the selection and ongoing supervision of certain volunteers.**

1.0 RISK DETERMINATION

The first step in a volunteer screening process is to identify any potential dangers or risks that need to be mitigated. These risks include risk to vulnerable community members, risk to our League's reputation, and risk to the assets and finances of BCCL. We have determined the applicability of this policy based on this analysis.

As a matter of operational policy, the BCCL will continue to examine new and existing programs and services in an attempt to identify any potential risks that may arise. Where a risk or potential risk is identified, the operation of the program or service may be altered, safeguards implemented, and/or further volunteer roles added to this screening policy in an effort to minimize or eliminate the risk or potential risk.

2.0 APPLICABILITY

This Policy will apply to any on-going operation of the BCCL or any service, program or event under the jurisdiction of the BCCL. It is intended to apply to any volunteer who may provide a service or supervise the provision of said service in areas dealing with vulnerable individuals, finance and transportation.

The provisions of this Policy apply equally to the following BCCL volunteer positions:

2.1 Board Members

The Board has the inherent responsibility to provide a safe and secure environment for the community. The Board is in a position of trust with regard to BCCL members and must strive to protect that trust and our League's assets and reputation.

The requirement for Police Information Checks (PICs) and Vulnerable Sector Checks for all Board members is a precautionary measure designed to ascertain whether these individuals have a history which could potentially make them unsuitable for certain positions of trust or unsuitable for the supervision of and interaction with vulnerable members of our community (ex. Minors).

All new Board members are required to complete and pass these checks prior to them taking on their Board position. Existing Board members are required to submit the

required forms, as outlined below, within two (2) weeks of this policy being passed. All existing Board members are required to complete the checks again after 3 years.

2.2 Volunteers

Our volunteers are regularly under the supervision and direction of a Board Member at our community events and activities. If a volunteer will be in a position where they supervise or interact with vulnerable individuals without Board supervision or are handling significant League funds or assets, the Board will require those volunteers to complete Police Information Checks (PICs) and Vulnerable Sector Checks. At this time, in addition to Board Members, the following volunteer roles fall under this policy and require Checks:

- a. Soccer Coaches
- b. Other Volunteer Roles As Determined By the Board

3.0 SCREENING PROCESS

All volunteers outlined in 2.0 of this policy will be required to undergo the following screening process.

3.1 Requirement of Checks

- 3.1.1 Individuals are required to obtain the following checks (collectively "The Checks").
- a. Police Information Check
 - b. Vulnerable Sector Check
 - c. Other Check as required by the Board (i.e. Driver's Abstract, First Aid, etc.)

3.1.2 The required Checks must be completed every three (3) years.

3.2 Timing of Checks

Unless otherwise decided by the Board, all required Checks must be completed prior to the individual starting their volunteer role. For Board Members currently holding a position that now require Checks, they must submit these as outlined in 3.3 within two (2) weeks of this policy being passed. Board Members and other volunteers requiring the Checks are required to undergo Checks again after three (3) years.

3.3 Submission and Verification of Checks

3.3.1 All Checks should be completed with the designated BCCL Board Member, as determined by the Board.

3.3.2 Unless otherwise indicated by the Board, individuals have two (2) weeks from the time the Checks are requested to complete the forms with, or provide required information to, the designated BCCL representative. If they are not received or are received incomplete, the individual will not be permitted to begin or continue in their volunteer position with BCCL. For current Board Members who have not previously been checked, lack of completion within two weeks of this policy being passed will be viewed and treated as an immediate resignation from the BCCL Board. For current Board Members who have served for 3 years and require new Checks, lack of completion within two weeks of notification will be viewed and treated as an immediate

resignation from the BCCL Board.

3.3.3 When Checks are required on the designated BCCL Board Member, the designated BCCL Board Member will submit his/her Checks to another member of the Executive Committee and that member will verify submission and content with 1 other member of the Executive Committee.

3.3.4 Executive Committee Members may not receive or verify their own Checks.

3.4 Results of Checks

3.4.1 A "clear" original Edmonton Police Service (EPS) verified Police Information Check fulfills the screening requirement. In the event that a volunteer requires an interview, it is the responsibility of that individual to complete this and provide BCCL with a "clear" Check within two (2) weeks of notification that an interview is required. If the individual does not complete the interview, chooses not to present BCCL with the information on their Check, and/or is unable to provide a "clear" Check within that time period, they will be released from their current position, effective immediately, or deemed unsuitable to begin in the position.

3.4.2 At the request of an individual, and with their submission of an original EPS verified Police Information Check or "Form B," outlining the adverse or relevant information connected to their Police Information Check, the Executive Committee will review their specific circumstances. The Executive Committee (excluding the individual in question) will discuss, in camera, and, with a majority vote, may agree to reinstate (with or without limitations) and deem the candidate suitable based on:

- a. Severity of the offence
- b. Date of the offence
- c. Individual's current record
- d. How the offence would impact volunteer activities, and
- e. Risk of potential future impact on the reputation of BCCL.

The decision of the Executive Committee is final.

3.4.3 Copies of Checks or Checks done outside of BCCL will not be accepted.

3.5 Self-Reporting / Disclosure

3.5.1 Individuals who fall within this policy also have a duty to report if they have been charged with a criminal offense or are subject of a Child and Family Services investigation. The disclosure will cause that person to be suspended from all BCCL duties, including Board meetings and BCCL meetings, functions, and activities until the matter has been resolved.

3.5.2 Disclosure by a potential or existing volunteer of their criminal or Child and Family Services Intervention record will have the same cause and effect of the actual Checks.

3.6 Cost

BCCL will be responsible for the costs of the Checks if completed as outlined in this policy.

3.7 Privacy

- 3.7.1 Completed Checks will be recorded and returned to the volunteer.
- 3.7.2 The results of the Checks will remain confidential.