

## **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. 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 the 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. 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) 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).

- 2.1.1. All new Board members are required to complete and pass a PIC. Continuation as Board member is conditional on a PIC with no issues.
- 2.1.2. All existing Board members are required to complete a PIC check again after 3 years.
- 2.1.3. The board will determine if a vulnerable sector check is required on a case by case basis.

## **2.2. Other Volunteers and Paid Staff**

Our volunteers and paid staff may be 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). At this time, in addition to Board Members, the following volunteer roles fall under this policy and require Checks:

- a) Soccer Coaches
- b) Rink attendants
- c) Other roles as determined by the Board

## **3. SCREENING PROCESS**

All individuals 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) Other checks 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.Submission and Verification of Checks**

- 3.2.1. All Checks should be completed with the designated BCCL Board Member, as determined by the Board.
- 3.2.2. Unless otherwise indicated by the Board, individuals have two (2) weeks from the time the check is 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 the BCCL.
- 3.2.3. When a check is required on the designated BCCL Board Member, the designated BCCL Board Member will submit his/her check to another member of the Executive Committee and that member will verify submission and content with 1 other member of the Executive Committee.
- 3.2.4. Executive Committee members may not receive or verify their own Checks.

### **3.3.Results of Checks**

- 3.3.1. 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 the 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.
- 3.3.2. 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 the BCCL.The decision of the Executive Committee is final.
- 3.3.3. Copies of checks or checks done outside of the BCCL will not be accepted if older than 60 days.

### **3.4. Self-Reporting/Disclosure**

- 3.4.1. Individuals who fall within this policy also have a duty to report if they have been charged with a criminal offense or are a 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 other BCCL meetings, functions, and activities until the matter has been resolved.
- 3.4.2. Disclosure by a potential or existing volunteer of their criminal or Child and Family Services Intervention record will have the same effect as an actual PIC.

### **3.5. Cost**

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

### **3.6. Privacy**

The results of the Checks will remain confidential.