

ACPSA VOLUNTEER, BOARD MEMBERS AND EMPLOYEES SCREENING POLICY:

All new volunteers, coaches, board of directors and employees of the Alberta Cerebral Palsy Sports Association (ACPSA) are required to complete a police record check

Policy Detail:

Alberta Cerebral Palsy Sports Association (ACPSA) is responsible to: children, adults, parents, volunteers, Board members, employees and other vulnerable persons involved in its programs. ACPSA adheres to the following policy, in order to support provision of sound, safe and healthy sport and recreation experiences in their programs.

Due to the position of trust inherent in the provision of active, sport activities and recreation activities offered by the ACPSA, all individuals who are or may be, (i.e. coaches, volunteers) in regular, close physical contact with the members/participants' and those with administrative or fiscal responsibilities (committee members, and ACPSA Board members) are required to complete a police records check.

Screening is an ongoing process designed to identify any person, whether paid or unpaid, volunteer or staff, who may harm children, youth, or other vulnerable persons. Screening involves isolating the risks related to specific volunteer positions, and then establishing appropriate methods to reduce risk. The screening process will be comprised of a variety of measures and will include a Police Record Check (including a Vulnerable Sector search) and reference checks. All volunteers/employees will be required to participate in an orientation that includes a criminal records check.

All police record checks for volunteer's, coaches and employees are to be completed before starting in any position with the ACPSA.

Individuals will sign a Statement of Intent (on the Police Record Check) committing to reporting any offense or charges which occur after their initial police record check is completed and during the time they continue to be associated with the ACPSA.

A current record check may be requested by the ACPSA at any time.

Review conducted by ACPSA Staff member:

PSA staff members will review the police record checks and confirm reference checks are complete.

Employees, coaches and volunteers will be contacted only when a more secure detailed police record check is required.

- The ACPSA will identify those individuals who will be required to continue the police record check process if they which to be involved **with the ACPSA**.

ACPSA Volunteer, Coach, and Employee Screening Policy

- The ACPSA will contact the individual immediately by telephone and follow with a letter stating they may not be a employee, coach or volunteer with the ACPSA until they have completed the Police Record Check process by being finger printed by their local Police/RCMP detachment and sending the resulting letter of information from the Police Agency of Jurisdiction to the ACPSA Staff.

The ACPSA will review the individual's police record based on, but not limited to, the offenses listed below. The Police Records Check will be valid for 1 year. Every volunteer and staff member, once accepted, is obliged to immediately inform ACPSA if he or she is convicted or involved in any way in a police investigated matter related to any of the above noted offences under the Criminal code or under other provincial or federal statutes. Volunteers and staff will be asked to sign an agreement to this effect.

Review of Offenses:

Offenses that will preclude someone from volunteering with the ACPSA:

- Any type of sexual assault.
- Invitation to sexual touching.
- Any convictions related to child pornography.
- Multiple convictions of offenses.
- Major crime(s) conviction (i.e. crimes of violence, or trafficking).
- Theft or fraud offenses.
- Convictions involving inappropriate behaviour with minors and/or individuals with a disability.
- Any court order forbidding the individual to have contact with children under age of 14 and /or vulnerable persons.
- Certain drug/alcohol offenses
- Other convictions considered serious by law enforcement personnel or the ACPSA

Offenses that may restrict duties/responsibilities of a volunteer, coach, Board member or employee of the ACPSA:

- Speeding offenses.
- License suspensions for impaired driving or dangerous driving.
- Certain drug/alcohol offenses.
- Other similar convictions considered serious by law enforcement personnel or the ACPSA.

Until resolved through the judicial system:

- Outstanding convictions or charges pending for any violent offences,
- Outstanding convictions or charges pending for any sexual offences.

Applicant may also be rejected as a result of other information gained during the police record check process or through the screening process as a whole, or as a consequence of other factors which directly relevant to the requirements of the position, and to the ability of the applicant to carry out his/her duties in an effective, safe manner.

The ACPSA will forward a letter to the individual with its decision on the status of the volunteer. The decision will indicate that:

- The individual is free to continue with their role with the ACPSA; or
- The individual is restricted to a specific capacity. (The letter for example, will state that the person should not drive participants' on behalf of the ACPSA, but it will not specify if this is because of speeding tickets or an impaired driving conviction); or
- The individual is restricted from any involvement with the ACPSA in any capacity. (No details for the security check will be communicated in the letter).

The ACPSA collects personal information from police record checks and from other sources and is obligated to keep that information confidential, and to use it only for the purposes for which the individual agrees it can be collected. Information can only be disclosed to individuals who are assigned by the organizations to make decisions about hiring or refusing potential volunteers. There shall be no dissemination or disclosure of the information to any other agency, body or organization without the specific approval of the applicant. All police record checks will be treated confidentially and located in sealed envelopes in a locked cabinet at the ACPSA office.

Appeal Procedure

An applicant has the right to know why he or she is being refused, and may appeal to a committee of review in writing for a review of their application. The appeal process must be within 14 days from the date of receipt of notification by registered letter from the ACPSA. The individual must submit in writing the grounds for the appeal to the ACPSA Board of Directors. The appeal will be reviewed by the ACPSA Review committee and a decision will be issued in writing within 7 days of the appeal being filed. The decision of the board is final.