

# SCREENING POLICY

## Policy Statement:

Screening of personnel and volunteers is an important part of providing a safe environment and has become a common practice among sport organizations which deliver programs and services to youth.

## Applicability:

Mississauga Skating Club (MSC) volunteers, employees and contractors may be screened via this policy as determined by the risk level associated with the nature of their particular role which may relate to, at a minimum, finances, supervision or vulnerable individuals.

All coaches over the age of 18 in Ontario are subject to screening as per the Skate Canada Coach Registration Policy in order to coach in any Skate Ontario program and to be accredited for events in the province.

All judges, evaluators, technical officials and data specialists are subject to screening as per the Skate Canada screening requirement in order to officiate at an assessment day or competition in the province.

## Definitions:

### ***Vulnerable person:***

A person under the age of 18 years old and/or a person who, because of age, disability or other circumstance, is in a position of dependence on others or is otherwise at a greater risk than the general population of being harmed by people in positions of trust or authority.

## Guidelines:

- In general, the risk level increases as the employee or volunteer's direct supervision and authority over a vulnerable person, cash management or other vulnerable sectors increases. Screening standards will be based on position description.
- The recruitment process for designated positions may involve:
  - Filling out an application form for the position
  - Interviewing for the position
  - Checking references that may be specific to working with children or youth
  - Submitting a valid background screening
- If a background screening check is required, it must be done through a company approved by Skate Ontario and must show a status of "Clear" (valid for three years).
- If an individual in a role designated for screening at any time is charged, receives a conviction for, or is found guilty of, an offence, they will report this circumstance immediately to the President and the screening procedure will be followed.
- At any time and at the discretion of the President and/or the Board of Directors, employees and/or volunteers may be asked to provide a current and satisfactory screening check.
- Each MSC staff member that is supervising a Skate Ontario event or program is responsible for ensuring that the necessary screening has been completed for the individuals assigned to that event or program, and that they are completed prior to the event or program

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- All records will be maintained in a confidential manner and will not be disclosed to others except as required by law, or for use in legal or disciplinary proceedings.
- An individual who is determined to require screening and does not comply will be ineligible for their designated position.

## Risk Level Assessment:

- Positions will be assessed as follows:
  - Low risk:
    - Activity not primarily associated with vulnerable persons
    - Contact with vulnerable persons occurs in a public setting with other adults present
    - No physical contact with vulnerable persons
    - No position of trust or authority over vulnerable persons
    - No access to personal or confidential information from individuals associated with MSC
    - No access to sensitive or confidential organizational information

*Examples:* Parents, youth or volunteers who are helping on a non-regular or informal basis
  - High risk:
    - Contact with vulnerable persons while no other adults present
    - Access to confidential information from individuals associated with MSC
    - Operating a motor vehicle transporting vulnerable persons associated with MSC

*Examples:* Team leaders, coaches