

Screening Policy

Purpose:

The screening of staff and volunteers is an important part of Engage Sport North Society responsibility to provide a safe and secure working environment for its employees, volunteers and participants of its programs.

For the purposes of this policy, 'designated categories' are those classes of persons who work closely with minor athletes and participants and who occupy positions of trust and authority. Designated categories include individuals in paid staff positions, members of the Board of Directors and volunteers.

Policies:

1.0 General

1. All individuals in designated categories will be screened using Police Record Checks (PRCs).
2. PRCs will be mandatory for all individuals in designated categories. There will be no exceptions.
3. Failure to participate in the PRC process as outlined in this policy will result in ineligibility of the individual to hold or act in the position.
4. ESN will not knowingly place an individual in a designated category, or allow to remain in a designated category, if they have a criminal conviction for a 'relevant offence', as defined in this policy.
5. Should an individual in a designated category be charged with a relevant offence, as defined in this policy, that individual will be suspended from the position by ESN, pending the resolution of the charge.
6. Should an individual in a designated category receive a conviction for a relevant offence, he or she will face immediate suspension from their position at ESN. An individual so removed, may be reinstated upon written application to the ESN Board of Directors, whose decision on the request for reinstatement will be final and binding.
7. Should an individual receive a conviction for a relevant offense, be removed from their position with ESN, and have his or her reinstatement denied by the ESN Executive Director or Board of Directors, they may appeal the decision. The appeal panel decision will be binding.

2.0 Procedures

The implementation of this policy is the responsibility of the Executive Director, which will screen all PRCs.

The role of the Committee is to receive, review and make decisions based on PRCs. In carrying out its duties, the Committee may consult with independent experts.

2.1 Enforcement of Policy

Any and all new staff, elected board members and volunteers will submit a PRC prior to commencing work in their position or will submit a PRC within 30 days of being hired or elected/appointed to the Executive Director

Engage Sport North at its discretion, may identify as designated categories certain volunteer positions at events hosted by PSNBC, and may request PRCs from volunteers.

PRCs must be renewed and presented to PSNBC in accordance with provincial legislation related to their specific occupation. Notwithstanding this, PSNBC may, at any time, request that an individual in a designated category provide a PRC, if PSNBC has grounds to believe that the results of the PRC obtained previously are no longer accurate.

PSNBC staff, board members, and volunteers will be reimbursed for all a PRC application fee expense.

2.2 Procedures

Engage Sport North will receive and review all PRCs to determine whether the individual's PRC reveals a relevant offence. If an individual's PRC does not reveal a relevant offence, the individual is eligible for the position.

If an individual's PRC reveals a relevant offence, the Committee will notify the individual that the individual is ineligible for the position.

If the individual is found to be ineligible, the individual may request a hearing by the Committee. The decisions of the Committee are final and binding.

2.3 Records

Records obtained in the course of implementing this Policy will be maintained in a confidential manner in keeping with the PSNBC Privacy Policy and will not be disclosed to others except as required by law, or for use in a legal or disciplinary proceeding.

This policy will be reviewed annually in December each year.