



## RECREATION & PARKS ASSOCIATION OF NUNAVUT

Policy Title: <b>Screening</b>	Policy No: <b>100.05</b>
Approved: <b>March 21<sup>st</sup>, 2013</b> Current version approved: Date of last review:	Pages: 14

### PURPOSE

1. The purpose of this Screening Policy is to ensure a safe and positive environment within the Recreation & Parks Association of Nunavut programs, activities and events.
2. Recreation & Parks Association of Nunavut's commitment to a volunteer screening program ensures that all programs offered by this organization provide the highest level of safety for its members, particularly those identified as vulnerable. RPAN recognizes that it has a moral and legal obligation to appropriately screen volunteers. Screening is legally required under the principle of "Duty of Care". To fulfill this Duty of Care, RPAN will take reasonable steps to protect the safety, dignity and rights of the participants in our programs, the staff of our organization, the community at large, and the organization itself.

In addition, volunteer screening ensures that our volunteers are appropriately matched to their positions and provides for ongoing support, training, and evaluation of volunteers within our organization.

3. Conduct that violates this Screening Policy may be subject to sanctions pursuant to this Policy, and may be further dealt with under Recreation & Parks Association of Nunavut's Discipline and Complaints Policy.

### FIELD OF APPLICATION

4. This policy covers all individuals who volunteer at RPAN, including but not limited to event volunteers, directors of the board, staff, committee chairpersons and members, administrators.

### DEFINITIONS

5. The following terms have these meanings in this Policy:
  - a. "*Recreation and Parks Association of Nunavut Delegate*" – A person in a responsible Recreation and Parks Association of Nunavut volunteer position, of the age of majority, or staff position within Recreation and Parks Association of Nunavut.
  - b. "*Recreation and Parks Association of Nunavut Member*"- All categories of membership within Recreation and Parks Association of Nunavut, as well as all individuals employed by or engaged in activities with Recreation and Parks Association of Nunavut, including but not limited to, athletes, coaches, officials, volunteers, directors, officers, team managers, medical personnel, administrators, spectators, parents of Recreation and Parks Association of Nunavut members and employees.



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### POLICY STATEMENT

6. The Recreation & Parks Association of Nunavut supports volunteer screening for all positions within our organization. Due to the positions of trust that are inherent in the provision of active, high quality programs and services, all volunteers including those who are already working with RPAN shall be required to undergo a screening process based on the duties assigned by the organization. This screening process will be comprised of a variety of measures and may include a police records check. Screening procedures will be delivered consistently, with no exceptions made for certain individuals or positions. The procedures for the volunteer screening process are based on the Safe Steps program developed by Volunteer Canada.
7. Not all personnel affiliated with Recreation and Parks Association of Nunavut will be required to undergo screening through a Police Records Check ("PRC"), as not all positions pose a risk of harm to Recreation and Parks Association of Nunavut or its members.
8. Persons who will be subject to screening through a PRC are those who work closely with minor athletes, athletes with a disability and who occupy positions of trust and authority within Recreation and Parks Association of Nunavut programs. Such 'designated positions' include:
  - a. All individuals in paid staff positions;
  - b. All persons affiliated with youth programs, whether paid or volunteer; and
  - c. Any staff person, board member or volunteer appointed to accompany a Recreation and Parks Association of Nunavut team to an event.
  - d. All persons affiliated with the financial aspect of the organization.

### PROVISIONS

9. Recreation & Parks Association of Nunavut will enforce this Screening Policy and members of RPAN who do not meet these standards of behaviour will be subject to the penalties or sanctions identified within the Policy.

### SCOPE AND APPLICATION

10. This policy covers all individuals who volunteer at RPAN, including but not limited to event volunteers, directors of the board, staff, committee chairpersons and members and administrators. The policy also applies to the screening of individuals engaged in activities related to compulsory community service at RPAN (e.g., service completed under contractual obligation or mandated by a school), even though these individuals are not "volunteers" in the strict sense of the definition.

### RESPONSIBILITY

11. Screening policy and procedures will be developed and revised under the direction of the RPAN Board of Directors or their delegate(s).



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12. Establish behaviour standards and communicate them to your volunteers and staff through the job descriptions and/or terms of references (i.e.: Board code of Conduct).
13. Establish low, medium and high-risk rankings for the positions
  - a. Staff positions: Medium
  - b. Office Volunteers: Low
  - c. Committee Volunteers: Terms of reference: Low
  - d. Trainers (HIGH FIVE, SKILLS, etc): Low
  - e. Financial Authority: High

### SCREENING STEPS

14. Risk Assessment

A Risk Assessment Form (Appendix 1) is filled out for each volunteer position to inform a decision regarding the level of risk associated with that position, and the level of screening required for that position, based on the Guidelines for Assessing Risk (Appendix 2). Risk assessment and screening requirements will be re-evaluated as required.
15. Job Description

A Volunteer Job Description form (Appendix 3) will be filled out for each volunteer position and is available for all those interested in volunteering for that position. Each position has a specific set of conditions, responsibilities and expectations that are clearly defined, and are the basis for assessing risk and determining screening standards for that position.
16. Recruitment

RPAN will assess the need for volunteers and the requirements for specific positions within its organization, and will make an effort to reach members of the community in an effort to fill those positions. The RPAN will advertise for positions by placing notices on its website and in places frequented by its members, and by word of mouth. Acceptance or rejection of an application for a volunteer position will be based on the demands and requirements of the position. These requirements may include specific skills and competencies and may also include traits or character or temperament. The RPAN will not permit discrimination against applicants on the basis of race, religion, age, gender, sexual orientation, disability, socio-economic background or ethnicity. Prospective volunteers are required to fulfill all volunteer screening requirements, including applications and interviews if required, in order to be considered for the position. All applicants will be given equal consideration for the available position.
17. Application/Information/ Forms

All new volunteers must complete a volunteer application form. In keeping with human rights legislation only information related to the requirements of the position will be requested. A general Volunteer Information/Application Form (Appendix 4) will be required for most positions. For some positions (e.g., board positions) a more specific application form may be required, and for some positions forms may be required on an ongoing basis. For example, members of the RPAN Board of Directors will be required to sign a Board of Directors' Code of Conduct Agreement annually. Information collected on application forms will be kept confidential.



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### 18. References

The decision whether a reference check is needed will be based on a risk assessment of each volunteer position.

### 19. Police Records Check

The need for a police records check (PRC) will be based on a risk assessment of each volunteer position. When a PRC is requested, the club will reimburse the applicant for the cost if they are accepted for that position. Only original records checks (i.e., no photocopies) obtained as described in Appendix 5 will be accepted. A PRC is valid for a period of 3 years from the date on the form. PRCs completed for another organization and dated no more than 12 months from the assessment date will be accepted; however, RPAN will not reimburse the cost of such PRCs. Current and prospective volunteers may submit at their own discretion an unsolicited PRC for assessment (e.g., to permit rapid acceptance to a future volunteer position); however, RPAN will not reimburse the cost associated with obtaining an unsolicited PRC.

The RPAN screening officer will be responsible for evaluating the PRC (per Appendix 6). Upon completion of the evaluation the PRC will complete a Log of Police Records Check form (Appendix 7) and will return the PRC to the applicant. When a criminal record for an individual applying for a position is identified, a risk assessment of the criminal record will be undertaken using the Volunteer Job Description as a reference point. The Screening Officer will not share details of the criminal record with any other person unless it is the opinion of the Screening Officer that maintaining confidentiality creates a threat or danger.

### 20. Orientation

Volunteers will be provided with a copy of the RPAN Board of Directors Handbook, an orientation to the position (via conference call) and relevant policies and procedures as appropriate. The orientation sessions will provide information and advice to the volunteer and offer the opportunity for questions.

## **VOLUNTEER SELECTION POLICY**

21. Acceptance or rejection of an application for a position will be based on the demands and requirements of the position. These requirements may include specific skills and competencies and may also include traits or character or temperament.

During the initial screening, an applicant can be refused at any juncture in the process: reference checks, PRC.

## **CONFIDENTIALITY AND RECORD KEEPING POLICY**

22. The Screening Committee will retain no copies of PRCs, but may retain written records of its communications with the persons submitting the PRC and with Recreation and Parks Association of Nunavut. 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, quasi-legal or disciplinary proceedings.



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### REVIEW AND APPROVAL

The Recreation & Parks Association of Nunavut Board of Directors and Executive Director shall review this policy biennially.

- I. This policy was approved by the Recreation & Parks Association of Nunavut Board of Directors on the XXXXXXXXXXXXXXXXXXXXXXXXXXXX
- II. Date of last review:
- III. Original Policy Lead: Dawn L. Currie

Acknowledgments: We thank the Kitchener-Waterloo Skating Club and Volunteer Canada for information that helped formed the basis for this document.

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### Appendix 1 RPAN VOLUNTEER POSITION RISK ASSESSMENT FORM

Position:

Risk assessed by:

Date:

Overall Level of Risk:     Low                     Moderate                     High

Which of the following groups does the volunteer have contact with in this position?

- Adult (over 21)             Young adult (18-21)  
 Minor    Person(s) with special needs    N/A

In what setting does the volunteer have contact with vulnerable persons for this position?

- Office/meetings             Social event     Special event (e.g., Showcase)  
 N/A    Other (specify) \_\_\_\_\_

What types of activity does the position involve?

- Administrative             Special event             Financial  
 Other (specify) \_\_\_\_\_

Does the position ever involve any physical contact with vulnerable persons?

- No  
 Yes (specify) \_\_\_\_\_

What level of supervision occurs for volunteers in this position?

- Possible occasion to be alone with vulnerable person at any time  
 Other adults/parents usually present  
 Always with people

Does the position involve a position of trust or authority over a vulnerable person?

- No    Yes

Does the position require the volunteer to have access to confidential information about individuals associated with RPAN?

- No  
 Yes (specify) \_\_\_\_\_

Does the position require access to organizational funds?

- No    Yes If yes,     Controlled     Uncontrolled



## RECREATION & PARKS ASSOCIATION OF NUNAVUT

### Appendix 2 RPAN GUIDELINES FOR ASSESSING VOLUNTEER POSITION RISK

Positions associated with activities from more than one category will be rated at the highest applicable risk category.

#### **Low Risk Positions Meet ALL of These Criteria:**

- Volunteer activity not primarily associated with vulnerable persons.
- Limited or no contact with vulnerable persons. All contact with vulnerable persons occurs in a public setting with other adults present.
- No physical contact between volunteer and vulnerable persons.
- No position of trust or authority over vulnerable persons.
- No access to personal or confidential information from individuals associated with RPAN.
- No access to sensitive or confidential organizational information.
- No access to organizational funds.
- 

*Volunteers for this category require limited screening; position descriptions and a completed volunteer application/information form are suitable for record keeping. A PRC is not required.*

#### **Moderate Risk Positions Include ANY of These Criteria:**

- Volunteer activity primarily associated with vulnerable persons.
- Routine contact with vulnerable persons while other adults present at all times.
- Occasional physical contact between volunteer and vulnerable persons while other adults present at all times.
- Access to limited personal information (e.g., e-mail and phone numbers) from individuals associated with RPAN.
- Access to confidential organizational information.
- Controlled access to organizational funds.\*
- A position of trust or authority over vulnerable persons.
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*Volunteers for this category should complete a volunteer application/information form and have position descriptions, interviews, and a position orientation. A PRC is not required.*

#### **High Risk Positions Include ANY of These Criteria:**

- Access to confidential information from individuals associated with RPAN.
- Contact with vulnerable persons while no other adults present.

*Volunteers for this category should be fully screened using the screening steps as per the RPAN Volunteer Screening Policy. A PRC is mandatory. Volunteers for positions in this category that involve contact with vulnerable persons must obtain a "police vulnerable sector check"; volunteers for positions in this category that do not involve contact with vulnerable persons must obtain a "police information check".*

\*Volunteer positions must not require uncontrolled access to organizational funds.



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### Appendix 3 RPAN VOLUNTEER/EMPLOYEE POSITION DESCRIPTION

Position:

Risk Level:     Low             Moderate             High

Participation Group:

Setting & Locations:

Reports/Responsible To:

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Roles/Responsibilities/Tasks:

Qualifications/Skills/Experience & Other Requirements:

Expected Time Commitment:

Orientation, Training & Other Support Provided:



## RECREATION & PARKS ASSOCIATION OF NUNAVUT

### Appendix 4 RPAN VOLUNTEER INFORMATION/APPLICATION FORM

The Recreation & Parks Association of Nunavut is a not-for-profit organization that relies upon its volunteers to run efficiently. Your time and personal contributions make a difference to all of our membership. Your involvement will help us achieve our goals and help maintain our programs while controlling the Associations costs.

#### PLEASE FILL IN COMPLETELY:

Name: \_\_\_\_\_ Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone #: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

Email (print clearly): \_\_\_\_\_

Are you a new volunteer?  Yes  No

If no, what year did you begin volunteering at RPAN \_\_\_\_\_

Have you volunteered with RPAN in the last 12 months?  Yes  No

If yes, in what capacity \_\_\_\_\_

Have you completed a police records check for RPAN within the last 3 years?  Yes  No

Contact information for use in case of medical emergency:  
Emergency contact name: \_\_\_\_\_ Telephone: \_\_\_\_\_

#### Declarations:

*As a RPAN volunteer, I agree to work within the boundaries of any volunteer positions I accept, while supporting the vision, mission, and policies of RPAN at all times. I agree to respect and value diversity in both people and opinions, and work as a member of a team to achieve the goals of the organization. I agree to approach my volunteer assignments as a professional commitment and will participate in orientation, training, and ongoing development opportunities as required.*

*By signing below, I understand that authorized individuals including RPAN directors, staff, event organizers, committee chairs, and/or their delegates may have access to the information provided on this form to facilitate matching individuals with volunteer positions. I understand that I may be contacted by e-mail or telephone. I also understand that RPAN may publish my name and/or photograph for the purpose of advertisement and promotion. I am aware that this information may also be used on the organization's websites or sent to the media.*

*I understand that I may request to have my personal information removed from the RPAN volunteer database at any time.*

Signature \_\_\_\_\_ Date \_\_\_\_\_



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When are you typically available to volunteer for RPAN (check all that apply):

- Weekdays       Weeknights       Weekends

Please list any relevant skills, training, or interests you may have:

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Below is a partial list of volunteer opportunities. Please indicate which opportunities are of interest to you.

- Association Operations:  Membership       Computing/Technology  
AGM/Conference:  Hospitality       Runner       Registration       Sales  
 Set up/property       Transportation       Awards Luncheon       Sponsorship  
 Event chair       Promotions
- Other, specify \_\_\_\_\_

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## RECREATION & PARKS ASSOCIATION OF NUNAVUT

### Appendix 5

#### INFORMATION FOR INDIVIDUALS INTENDING TO COMPLETE A POLICE RECORDS CHECK

This information is to be used in conjunction with the *Recreation & Parks Association of Nunavut Volunteer Screening Policy*.

#### **What is a RPAN police records check (PRC)?**

A PRC involves obtaining information from the police about an individual's criminal record, and using that information in the process of determining whether that individual poses an acceptable risk to volunteer for a particular position at RPAN.

#### **Do I need to complete a police records check?**

Many volunteer positions at RPAN do not require a PRC. Whether a PRC is required it is tied directly to the nature of the volunteer *position* and is based on a risk assessment of that position. All volunteer positions deemed "high risk" require a PRC. Decisions regarding the need for a PRC are never based on the *individual* who is applying for that position.

#### **How do I complete a police records check?**

You must request a *police vulnerable sector check* by visiting any detachment of the RCMP.

#### **How do I complete a police records check?**

You must request either a *police vulnerable sector check* or a *police information check* (depending on the nature of the position) by visiting in person any branch of the Royal Canadian Mounted Police (RCMP). You will be asked to provide two suitable forms of identification. Once the record check is obtained, submit the original document (no photocopies) to the RPAN office for review by the RPAN Screening Officer. You will be contacted once your record has been assessed.

#### **What does it cost?**

There is an initial \$10 fee to requesting a records check. RPAN will reimburse volunteers once the check is completed and as long as it is returned from the RCMP with no reasons to remove you from RPAN volunteer activities.

#### **How long will it take?**

The typical turnaround for vulnerable sector records checks from RCMP is 3 weeks.

#### **How long will my PRC remain valid?**

A PRC remains valid for 3 years from the date shown on the police-issued document. A records check obtained for another organization will be accepted provided the document was issued within the previous 12 months.

#### **Do all criminal convictions necessarily preclude volunteering at RPAN?**

No. When the PRC reveals a criminal record, the Screening Officer will consider the criminal record relative to the potential risk it poses for specific volunteer activities.

#### **Will my personal information remain confidential?**

Police-issued documents will be reviewed confidentially by the RCMP Screening Officer. Upon completion of the review, applicants will simply be deemed 'acceptable' or 'unacceptable' to engage in particular activities within the organization on the basis of the PRC and only this information will be recorded. The contents of the police-issued document will not be recorded, and the original document will be returned to the applicant.



## RECREATION & PARKS ASSOCIATION OF NUNAVUT

### Appendix 6

#### RPAN GUIDELINES FOR THE ASSESSMENT OF A POLICE RECORDS CHECK (PRC)

These guidelines are to be used in conjunction with the information provided in the *Recreation & Parks Association of Nunavut Volunteer Screening Policy*. The PRC will be assessed in the context of each volunteer position being applied for.

Applicants will be deemed 'acceptable' or 'unacceptable' for each high risk activity on the basis of the PRC, and this information will be logged using Appendix 7. No other information associated with the applicant (e.g., whether the PRC revealed any convictions) will be filed, and the police record will be returned to the applicant. It is possible for an applicant to be deemed acceptable for one risk category, but unacceptable for another on the basis of the PRC. Prospective applicants may request that their risk for a particular activity not be assessed.

#### **No Criminal Record**

When the police record includes no criminal record, the risk associated with all assessed activities will be deemed 'acceptable'.

#### **Risk Assessment of Criminal Record**

When the PRC reveals a criminal history, the Screening Officer will undertake a risk assessment of the potential harm to other individuals in the organization including, but not limited to, vulnerable persons, as well as harm to the organization itself (e.g., with respect to standard of care, reputation, and liability).

The applicant will be given an opportunity to provide additional contextual information pertaining to the criminal history. Normally, this will be accomplished by informing the applicant that they may include a written statement along with the police record to be reviewed. The Screening Officer will consider the nature of the offence, the relevance of the offence to the volunteer position, and any available contextual information.

#### **High Risk Exclusions**

There are specific categories of criminal convictions that present a prima-facie risk of harm to vulnerable individuals and will automatically disqualify the applicant from serving in any volunteer capacity at RPAN. These include:

- murder
- sexual assault
- violence in relation to a child
- a child abuse offence, for example criminal neglect
- an offence relating to sexual exploitation, sexual interference, or invitation to sexual touching
- an offence relating to child pornography or luring of children
- an offence involving child prostitution

Because of the risk of harm to the organization, individuals will also be disqualified from serving as a volunteer in positions involving financial trust if they have been convicted of:

- theft, fraud, or related offences, while in a position of financial trust



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### ***Committee Review***

In cases where a criminal record is uncovered and the Screening Officer is unable to make a decisive risk assessment, the Screening Officer may recommend forming an ad-hoc *PRC Review Committee* to better assess the risk. Such a committee will be struck in consultation with the President or his/her delegate, and only after the applicant agrees in writing to be subjected to this process. The PRC Review Committee's decision will be final, and not subjectable to appeal.

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## RECREATION & PARKS ASSOCIATION OF NUNAVUT

### Appendix 7 RPAN LOG OF POLICE RECORDS CHECK (PRC)

Applicant name:

Police report issue date:

Type of records check obtained:  Police Information Check  Police Vulnerable Sector Check

Date PRC completed:

Screening Officer Name:

Activity	Risk Assessment
Access to confidential information from individuals associated with RPAN	<input type="checkbox"/> Acceptable <input type="checkbox"/> Unacceptable <input type="checkbox"/> Not assessed
Access to organizational funds	<input type="checkbox"/> Acceptable <input type="checkbox"/> Unacceptable <input type="checkbox"/> Not assessed
Contact with vulnerable persons while no other adults present	<input type="checkbox"/> Acceptable <input type="checkbox"/> Unacceptable <input type="checkbox"/> Not assessed Note: A police information check cannot be used to assess this risk.

Note: This confidential report must be handled in accordance with the Confidentiality and Record Keeping Policy section of the Recreation & Parks Association Volunteer Screening Policy. Once the PRC assessment is complete, the police record must be returned to the applicant.

\_\_\_\_\_  
Screening Officer's signature

\_\_\_\_\_  
Date