



## Screening Policy

### Scope

This policy applies to all individuals over the age of majority whose positions with Ontario Sailing is one of trust or authority which may involve areas such as finances, supervision or vulnerable individuals.

### Policy

Due to the positions of trust that are inherent in the provision of sport activities, all staff and volunteers that will play a role in Ontario Sailing activities need to be screened for the protection of all the individuals that we provide service to, especially individuals considered vulnerable as well as protection of the organization as a whole.

Screening requirements include the combination of interviews, reference checks, Criminal Record Checks, training and documented screening disclosure and screening renewal forms.

Initial screening includes interviewing all potential staff and volunteers. If the candidate continues to be a potential staff or volunteer, the next step of screening requires a minimum of two reference checks to be conducted by the supervisor of the position. The references will be conducted with an individual identified by the candidate who has no familial relationship with the candidate.

A condition of employment for all employees is to submit a criminal record check. Any position that could put the employee in a position of trust or authority over children or other vulnerable populations will be required to submit a Vulnerable Sector Screening. All other employees will be asked to submit a current Police Criminal Record and Judicial Matters Check. (Current is defined as three months from employment commencement date). Note for some positions, individuals may also be asked to submit a driver's abstract as a screening tool to help protect the organization's assets.

All volunteers who will be in a position of trust or authority over children or other vulnerable populations will be required to submit a Vulnerable Sector Screening. Any other volunteers taking on positions designated as a high-risk position will be asked to submit a current Police Criminal Record and Judicial Matters Check. (Current is defined as three months from the start date of volunteer activities).

*Board approved last: June 21<sup>st</sup> 2021  
Review date: June 2024*

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### Operational Procedures

All screening documentation is the responsibility of the Executive Director. All Criminal Records Check Reports will be reviewed only by the Executive Director. The Executive Director and once



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approved, a copy of the report with a date and signature indicating that an original was seen will be kept in a secure location.

At the discretion of the Board of Directors, a staff and/or volunteer may be asked to provide a current and satisfactory Record Check at any time during the course of their involvement. When the organization requests an updated report, they will be reimbursed any cost of such report upon receiving an official receipt.

Please note individuals who have had a six month or greater gap in service will be treated as new applicants for the purposes of criminal reference checks. Additionally, any employees and volunteers actively seeking to take on different positions within the organization should be aware that a change in role may require a new or different level of police record check being submitted.

Job descriptions for each position indicate the type of record check required for the position. The Executive Director will assess any unusual situations to determine the level of police record check required.

*Last reviewed: June 21 2021*

*Operational procedures are not approved by the Board of Directors. Operational procedures are approved by the Executive Director.*