General Council of Winnipeg Community Centres

[Email address]

Template

The following document is intended for community centre use, as a guide, to prepare a Vulnerable Sector Screening process.

VULNERABLE SECTOR SCREENING

Insert your Community Centre Name Here

VULNERABLE SECTOR SCREENING

{INSERT COMMUNITY CENTRE NAME}

RECOMMENDED POLICY:

1. \_\_\_\_\_\_\_\_\_\_\_\_is committed to providing a safe healthy environment for all its members and more specifically for the youth in our programs through Background Checks; either Child Abuse Registry and/or Criminal Record Checks.
2. It is \_\_\_\_\_\_\_\_\_\_\_\_ policy that:
3. Individuals will be screened using a Criminal Record Check (with Vulnerable Sector consent), Child Abuse Registry Check and the Screening Disclosure Form attached hereto.
4. Failure to participate in the screening process as outlined in this policy will result in ineligibility of the individual for the volunteer position at this community centre.
5. \_\_\_\_\_\_\_\_\_\_\_\_\_ will not knowingly place an individual who has a conviction for a ‘relevant offence’, as defined in this policy. However, where the Screening Committee is of the opinion that, notwithstanding a conviction for a relevant offence an individual can occupy a position without adversely affecting the safety of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, an athlete or member of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, through the imposition of such terms and conditions as are deemed appropriate, the Screening Committee may approve an Individual’s participation.
6. If an individual subsequently receives a conviction for, or is found guilty of, a relevant offence or criminal conviction, they will report this circumstance immediately to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Failure to report any change will result in the disqualification and/or removal of the individual.
7. If an Individual provides falsified or misleading information, that individual will immediately be removed from their position and may be subject to further discipline in accordance with the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ policies.
8. Individuals covered under this policy are outlined below; however, individual sport associations policies apply and take precedent:
	1. Criminal Records Check:
		1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ board members, including all executive members and employees of the community centre; and
		2. Sports or program Convenors for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ programs.

b) Child Abuse Registry Check:

i. All executive members and employees of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

ii. Any person engaged with youth and vulnerable persons in the above-mentioned community centre’s programs and services.

**DEFINITIONS:**

5. The following term(s) have these meanings in this policy:

1. **Individuals:** will mean volunteers acting in positions of trust and/or authority, including but not limited to: coaches of community centre teams, \_\_\_\_\_\_\_\_\_\_ event leaders at youth events, volunteers responsible for community centre assets of a significant value.
2. **Community Centre Executive, The Board**: as outlined in the constitution of the community centre.
3. **Child Abuse Registry**: A list of individuals, 12 years of age or older, maintained by Department of Child and Family Services. It includes child abusers, or accused child abusers, who may, or may not, have been convicted of Child Abuse by the courts. Application for the Child Abuse Registry check is through the Provincial Child Abuse Registry Unit). The cost of which is free to volunteers and $15.00 for employees of community centres.
4. **Criminal Record check**: a record of a person’s criminal history. Residents of Winnipeg should apply with the Winnipeg Police Service (a fee is applied). Or can be applied through the partnership of GCWCC and the Sterling Backcheck program. For more information on the “Backcheck” program contact GCWCC or visit [www.gcwcc.mb.ca](http://www.gcwcc.mb.ca)
5. **General Council of Winnipeg Community Centres (GCWCC)**: GCWCC provides the 63 community centres in the City of Winnipeg guidance on leadership development, developing policy statements on all aspects of the operation of community centres, as well as being responsible to administer both Municipal and Provincial grant funding through the programs. For more information visit www.gcwcc.mb.ca.
6. **Screening Committee**: is a group of 3 to 5 individuals, appointed by the Executive of the community centre. It may be comprised of the following: one or two executive members, and one or two members at large.
7. **Sterling Backcheck program**: An organization that that GCWCC has a partnered with to provide a one-stop site for all your background screening needs. For more information contact a representative from GCWCC.

**PURPOSE:**

1. The policy is required to assess the reliability and suitability of an individual for appointment to, or continuation in, a designated position of trust and/or authority within \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_through screening in accordance with this policy.
2. This policy is one of several policy tools that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will use to fulfill its commitment to provide a safe environment and to protect its members from harm.

**SCOPE:**

8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will determine which categories of individuals will be subject to screening, including but not limited to, all coaches, convenors, board of directors, executive, employees as well as any volunteers acting in positions of trust and/or authority with youth under the age of 20 or vulnerable persons. The Board or its designate may require checks to be supplied by other individuals as it deems necessary. The Board may also decide to exempt an individual from a Background Check considering particular circumstances. **Checks are required to be renewed every 3 years.** [Note: this is a recommendation, a centre may choose to change this requirement]

**RESPONSIBILITY:**

1. The implementation of this policy is the responsibility of the Screening Committee of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; a committee of three persons appointed by, and at the sole discretion of, the Board of Directors of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The Board of Directors of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will ensure that the members appointed to the Screening Committee possess the requisite skills, knowledge, and abilities to accurately assess Child Abuse Registry and Criminal Record Checks and Screening Disclosure Forms and render decisions under this Policy. Quorum for the Screening Committee will be three (3) members.
2. The Board of Directors may, in its sole discretion, remove any member of the Screening Committee. Where a position on the Screening Committee becomes vacant, either because a member has been removed or because a member has resigned, the Board of Directors, at its sole discretion, will appoint a replacement member.
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ board executive is responsible for receiving all the Child Abuse Registry list of approved names from The Provincial Child Abuse Registry Unit and any Criminal Record Check information and Screening Disclosure Forms and forwarding any that are not nil to the Screening Committee. The Screening Committee is responsible for reviewing the information and, based on such reviews, making decisions regarding the appropriateness of individuals filling positions within \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. In carrying out its duties, the Screening Committee may consult with independent experts including GCWCC, a lawyer, police, or volunteer screening specialists.

**PROCESSES:**

1. Each individual subject to this policy will obtain and submit, a Child Abuse Registry and/or Criminal Record Check and Screening Disclosure Form or a letter of good standing from the person’s previous organization in the case of a transfer from another association to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. Individuals may submit to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, a reimbursement request for Criminal Record Checks screening. A community centre may also have an account with the Sterling Backcheck program, in which case the individual may not need to cover any costs for the Background Checks it will be charged to the centre.)
3. As processing times for documents may take up a significant time, ­­­individuals are encouraged to request the required documents as soon as possible. At the discretion of the Board of Directors an individual may begin their volunteer service prior to the receipt of all required documents. Individuals may be requested to present references during the waiting period for the screening.
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will accept documents processed within the past six (6) months.
5. The Criminal Record Checks, Screening Disclosure Form, and letter of good standing, if required, will be submitted to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ executive at its office in an envelope marked “Confidential”. The Child Abuse Registry approved list is forwarded to the community centre executive by the Provincial Child Abuse Registry Unit.
6. Individuals who do not submit a Child Abuse Registry, Criminal Record Checks, Screening Disclosure Form, and letter of good standing, if required, will receive a notice to this effect and will be informed that their application will not proceed until the Child Abuse Registry, Criminal Record Checks, Screening Disclosure Form, and letter of good standing, if required, is received.
7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_executive will receive and review all Child Abuse Registry lists, Criminal Record Checks, Screening Disclosure Forms, and letters of good standing and forward those without a nil report to the Screening Committee. It is recommended that the names of the applicant be “blacked out” to keep the anonymity of the individual in question.
8. The Screening Committee will receive and review all forwarded refused Child Abuse Registry, Criminal Record Checks, Screening Disclosure Forms, and letters of good standing, if required, and determine whether the individual’s documents reveal a relevant offence.
9. Following this review of Criminal Record Check, Screening Disclosure Form, or letter of good standing, if required, the Screening Committee, by majority vote, will:

a) approve an individual’s participation; or

b) deny an individual’s participation; or

c) approve an individual’s participation subject to terms and conditions as the Screening Committee deems appropriate.

1. Any individual on the Child Abuse Registry will be denied appointment to, or continuation in, a position with youth or vulnerable persons within \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. If an individual’s Criminal Record Check, Screening Disclosure Form, or letter of good standing, if required, does not reveal a relevant offence; the Screening Committee will notify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ that the individual is eligible for the position. After providing notice, the Screening Committee will return or destroy any documentation as it relates to Criminal Record Checks, Screening Disclosure Document, or letter of good standing.
3. If an individual’s Criminal Record Checks, Screening Disclosure Form, or letter of good standing, if required, reveals a relevant offence; the Screening Committee will render its decision and provide notice of its decision in accordance with paragraph 24. After providing notice, the Screening Committee will return or destroy any documentation as it relates to Criminal Record Checks, Screening Disclosure Document, or letter of good standing.
4. Where the Screening Committee denies an individual’s participation or approves an individual’s participation subject to terms and conditions, the reasons for such decision will be provided, in writing, and a copy of this decision will be provided to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
5. The decisions of the Screening Committee are final and binding and will be effective upon notice being sent to the individual by e-mail to his/her last known email address on record with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
6. Nothing in this policy prevents an individual from re-applying with \_\_\_\_\_\_\_\_\_\_\_\_\_ at some point in the future, and submitting a new Child Abuse Registry, Criminal Record Checks and Screening Disclosure Form and letter of good standing, if required.
7. Child Abuse Registry and Criminal Record Checks are valid for a period of three years and Screening Disclosure Forms must be completed on an annual basis. Notwithstanding this, the Screening Committee may request that an individual provide a Child Abuse Registry, Criminal Record Checks, or Screening Disclosure Form to the Screening Committee for review and consideration. Such request will be in writing and will provide the reasons for such a request.
8. Relevant Offences: Offences may include any of the following for which pardons have not been granted:

a) If imposed in the last five years:

1. Any offence involving the use of a motor vehicle, including but not limited to impaired driving; or
2. Any violation for trafficking and/or possession of drugs and/or narcotics; or
3. Any offence involving conduct against public morals.

b) If imposed in the last ten years:

1. Any crime of violence including but not limited to, all forms of assault; or
2. Any offence involving a minor or minors.

c) If imposed at any time:

1. Any offence involving the possession, distribution, or sale of any child-related pornography; or
2. Any sexual offence involving a minor or minors; or
3. Any offence involving theft or fraud.
4. **Records:** The Screening Committee will retain no copies of Child Abuse Registry lists and Criminal Record Checks and Screening Disclosure Forms, but may retain written records of communication with individuals whose Child Abuse Registry and Criminal Record Checks or Screening Disclosure Forms indicate a relevant offence, as well as copies of its decisions and written reasons for decisions. 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.

**ATTACHMENTS:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Community Centre Screening Disclosure Form**

Please print (for identification purposes only):

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 First Middle Last

OTHER NAMES YOU HAVE USED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CURRENT PERMANENT ADDRESS:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Street City Province Postal

DATE OF BIRTH: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ GENDER: F\_\_\_ M\_\_\_\_\_

 MM/D/Y

1. Have you ever been convicted of a criminal offence or been sanctioned by an independent body (sport body, private tribunal, government agency, etc.) for which a pardon has not been granted?

Note: Failure to disclose a conviction/sanction for which a pardon has not been granted may be considered an intentional omission and subject to failure of screening requirements as required by the Community Centre’s Screening Policy.

Yes \_\_\_\_\_\_\_\_ No\_\_\_\_\_\_\_\_ If yes, please describe below:

Name or Type of Offense: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Jurisdiction of Court/Tribunal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year Convicted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Age When Convicted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Penalty or Punishment Imposed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Further Explanation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

For more than one conviction please attach additional page(s) as necessary.