



PROCEDURE MANUAL

POLICY SECTION:	Organization – Risk Management	PROCEDURE #	O-002-07
RESPONSIBILITY:	PROGRAM POLICY COMMITTEE		
SUBJECT:	SCREENING – CLUB PERSONNEL	EFFECTIVE	September 2015
AUTHORIZED BY:	Board of Directors	REVISED	June 2015

Policy Support

Swim Ontario has a duty of care to protect and not place at unreasonable risk its most precious resource...the swimmers. Any organization working with vulnerable people must assume the responsibility of screening volunteers. It is essential to develop a screening policy that meets the needs of our organization. In meeting this responsibility, Swim Ontario must be confident that all clubs and their members as well as those involved in sanctioned events meet the highest standards of integrity and suitability so that the swimming community is satisfied it has minimized the risk of an unsafe environment. Screening is an ongoing process designed to identify any person whether paid, or unpaid, volunteer or staff, who may harm children, youth or other vulnerable persons.

Definitions:

Security Screening – This is the result of the Police Records Check and/or the Vulnerable Sector Check for individuals as conditions listed below warrant.

Police Records Check (PRC) – A search of the Canadian Police Information Centre (CPIC) database, which is a compilation of police information and court decisions, as well as a search of the records held in the information database of a local police agency.

Vulnerable People – Vulnerable people are defined in the Criminal Records Act as persons who, because of age, disability, or other circumstances, whether temporary or permanent are:

- In a position of dependence on others; or
- Are otherwise at a greater risk than the general population of being harmed by a person in a position of authority or trust relative to them.

This includes children, youth and people with physical, developmental, or other disabilities.

Vulnerable Sector Check (VSC) – A search based on a name or gender and date of birth against the RCMP National Repository of Criminal Records, Pardoned Sex Offender Database and various other police databases.

Offence Declaration – This form is to be filled annually out by the individual in the intervening years between Police Records Checks (years 2 to 5). By signing this form, the individual declares that nothing has changed in his/her status since their last Police Records Check. The form will be submitted to the club executive responsible for the collection.

Valid Security Screening

To be valid, a police screening must meet the following conditions:

- The PRC and VSC must have been completed by a police service within the preceding six (6) months;
- It must be an original; and
- For individuals who work with or have unsupervised access to children or vulnerable people, it must include a vulnerable sector check.

Swim Ontario's Requirements

Clubs are responsible for ensuring that all individuals in designated positions have a valid Police Records Check, Vulnerable Sector Check or Offence Declaration on file at the time they register their club for the current year.

All employees, board members, volunteers or other service providers who are in designated positions (see below) are required to provide valid Security Screening.

DESIGNATED POSITIONS

The following designated positions are required to submit a:

Police Records Check (PRC):

- Submitted to and reviewed by the club
- All board members;
- Any persons with access to sensitive personal or confidential information, or financial records or money;
- All Level 4 and Level 5 officials.
- Required initially and every 5 years thereafter

Vulnerable Sector Check (VSC)

- Submitted to the club
- Reviewed by Swim Ontario
- Any coach over the age of 18 that coaches children or vulnerable people;
- Any persons involved in the delivery of developmental programs for swimmers such as clinics or camps;
- Any persons affiliated with provincial teams; and
- Any persons appointed to accompany a team with swimmers under the age of 18 or other vulnerable people to a camp, competition or other event (e.g. team manager, chaperones).
- Required every year

COACHES

Effective September 1 2015, all Coaches applying for membership with Swim Ontario, must submit to Swim Ontario a Vulnerable Sector Check (VSC). The VSC will be part of the annual membership application process. A new VSC needs to be completed and filed with Swim Ontario annually. Upon receipt of a "Clear", VSC and applicable Coach Registration fees, the Coach registration will be activated.

CLUB POSITIONS REQUIRING A VSC

Effective September 1 2015, all club positions requiring a VSC must be submitted to the club and then to Swim Ontario for review. The VSC will be part of the annual review/membership process. A new VSC needs to be completed and filed with Swim Ontario annually. Upon receipt of a "Clear", VSC and any applicable registration fees, the individual registration/membership will be activated.

CLUBS

- Effective September 1 2015, it is required that all Swim Ontario affiliated Clubs must collect and keep on file at the club headquarters, the appropriate Security Screening document for persons involved with club activities (see Designated Persons listed above). These individuals must obtain the appropriate Security Screening, and in the intervening years (where applicable), an Offence Declaration must be submitted to the club executive.
- Once a PRC, or Offence Declaration has been submitted to the club executive, the club will then forward a list of names to Swim Ontario that have been accepted by the club and complete a Club Screening Declaration annually as part of the affiliation process, to confirm all applicable screening has been done.
- If an individual involved with a member club leaves the organization for a period of more than one year, then returns, a new valid Security Screening needs to be completed and filed.
- If an individual decides to volunteer after the club submits their registration, that individual must go through the process of obtaining the PRC and/or VSC and submitting it to the club executive for approval. Once approved, the club will add their name to their list. The responsibility of updating the list and notifying Swim Ontario belongs to the club.
Upon leaving the club, the individual will receive their PRC, VSC and any Offence Declarations they have submitted

Procedure

GENERAL

Individuals must apply for and obtain, at their own expense, a police records check with or without a vulnerable sector check, as required.

Police Records Checks are valid for a period of five (5) years.

Where an individual has provided a valid Police Records Check within the past five (5) years to Swim Ontario or a club member, Swim Ontario or another club member may confirm that the results were satisfactory and not require a second screening. In the intervening four years between the PRC's, the individual must submit an Offence Declaration to the club executive responsible for collecting the forms.

Presentation

Individuals who are not affiliated with a club must forward the original copy of their Police Records Check, Offence Declarations and or Vulnerable Sector Check to the Swim Ontario office, to the attention of the Executive Director.

Individuals that are affiliated with a club should present the documents to their respective club.

Refusal to Comply

An individual that refuses to consent to a police records check is ineligible for the designated position.

Relevant Offences

An individual with a police records check that reveals a relevant offence is ineligible for the designated position unless they wish to contest the findings.

Examples of a relevant offence for which pardons have not been granted may include but not be limited to the following:

- Any offence involving the use of a motor vehicle, including but not limited to impaired driving;
- Any offence for trafficking and/or possession of drugs and/or narcotics;
- Any crime of violence including but not limited to, all forms of assault; or
- Any criminal offence involving a minor or minors.

- Any criminal offence involving the possession, distribution, or sale of any child- related pornography;
- Any sexual offence involving a minor or minors; or
- Any offence involving theft or fraud.

The discovery of an offence may and perhaps should be discussed with the club or Swim Ontario to provide circumstance should the individual wish to proceed.

Police record checks are not in themselves a rigorous assessment of suitability and are only one part of the security club process.

Swim Ontario reserves the right to request individuals to provide additional information with regard to their application. An appointed individual of Swim Ontario will make the final decision. Should an individual submit a VSC or a Police Records Check (PRC) showing evidence of a criminal offence, confirmation of their registration will be postponed pending a review of the information.

Privacy and Records

The results of a police records check can disclose sensitive personal information and must be treated as confidential. Swim Ontario and clubs must designate one person in a position of authority to review these documents (e.g., the Executive Director, club President or board member responsible for human resources related matters). When presented with a police records check, this person should make a written record that they have reviewed it and that it was satisfactory or revealed a relevant offence together with any other communication.

The original copy should always be returned to the person submitting the document.

Photocopied police records checks must remain confidential and proper security measures taken.

Always remember – your goal is to provide a safe environment for your swimmers.

<i>Responsibility</i>	<i>Action</i>
Clubs	Collect Police Records Checks for persons involved with club activities. Submit Club Screening Declaration and list of names to Swim Ontario annually
Club/Coaches	All Coaches must submit Vulnerable Record Check to Swim Ontario as part of the Annual Coach registration process.
Please note that while every effort is taken to ensure accuracy this procedure may have changed. Please contact Swim Ontario staff for any assistance or additional information.	