



Screening Policy

Policy Statement

Screening of volunteers and other agents is an important part of providing a safe environment and has become a common practice among sport organizations which deliver programs and services for you.

Applicability

Skate Ontario volunteers and other agents may be screened via this Policy as determined by the risk level associated with the nature of their particular role which may relate to, at a minimum, finances, supervision or Vulnerable Individuals.

All coaches over the age of 18 in Ontario are subject to screening as per the Skate Canada Coach Registration Policy in order to coach in any Skate Ontario program and to be accredited for events in the province.

All judges, evaluators, technical officials and data specialists are subject to screening as per the Skate Canada screening requirement in order to officiate at an assessment day or competition in the province.

Definitions

Certain terms used herein may not be capitalized; however, for the purposes of this Policy, the following terms herein have the ascribed meanings as set forth below. In addition, all references to the singular include the plural and vice versa.

Vulnerable person:

A person under the age of 18 years old and/or a person who, because of age, disability or other circumstance, is in a position of dependence on others or is otherwise a greater risk than the general population of being harmed by people in positions of trust or authority.

Agent:

A person engaged by and acting on behalf of Skate Ontario, including consultants.

Guidelines

- The risk level assessment will be based on the description of the designated position. In general, the risk level increases as the volunteer's or agent's direct supervision and authority over a vulnerable person, cash management or other vulnerable sectors increases.
- The recruitment process for designated positions may involve:
 - Filling out an application form for the position
 - Interviewing for the position
 - Checking references that may be specific to working in a role and/or having direct supervision and authority over a vulnerable person, cash management or other vulnerable sectors
 - Submitting a valid background screening
- If a background screening check is required, it must be done through a company approved by Skate Ontario and must show a status of "Clear" (valid for three years).
- If an individual in a role designated for screening at any time is charged, receives a conviction for, or is found guilty of, a criminal offence, they will report this circumstance immediately to the Executive Director and the screening procedure will be followed.
- At any time and at the discretion of the Executive Director and/or the Board of Directors agents and/or volunteers may be asked to provide a current and satisfactory screening check.



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- 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 or disciplinary proceedings.
- An individual who is determined to require screening and does not comply will be ineligible for their designated position.
- Skate Ontario may require other measures including position descriptions, interviews, training and job applications to complement screening requirements.

Risk Level Assessment

Positions will be assessed as follows:

Low Risk:

- Activity not primarily associated with vulnerable persons
- No access to cash or cash equivalents with a value of less than \$500.00
- No access to financial information of any nature that relates to information of any value (itemized or combined) of less than \$500.00
- Contact with vulnerable persons occurs in a public setting with other adults present
- No physical contact with vulnerable persons
- No position of trust or authority over vulnerable persons
- No access to personal or confidential information from individuals associated with Skate Ontario
- No access to sensitive or confidential organizational information
 - Examples : Parents, youth or volunteers who are helping on a non-regular or informal basis

High Risk:

- Contact with vulnerable persons while no other adults present
- Activity primarily associated with vulnerable persons
- Physical contact with vulnerable persons
- Position of trust or authority over vulnerable persons
- Access to personal or confidential information from individuals associated with Skate Ontario
- Access to sensitive or confidential organizational information
- Access to cash or cash equivalents equal to or greater than \$500.00
- Access to financial information of any nature that relates to information of any value (itemized or combined) of \$500.00 or more
- Operating a motor vehicle transporting vulnerable persons associated with Skate Ontario
 - Examples: Team leaders, coaches

Policy Administration

Skate Ontario will maintain and review this Policy every three years at a minimum in accordance with the Policy Management Policy.