

## SKATE ONTARIO SCREENING POLICY

Screening of personnel and volunteers is an important part of providing a safe environment and has become a common practice among sport organizations which deliver programs and services to youth. Skate Ontario volunteers, staff and contractors may be screened via this policy as determined by the risk level associated with the nature of their particular role.

Please note that 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.

### **Guidelines:**

- In general, the risk level increases as the staff or volunteer's direct supervision and authority over a youth (a person 18 years of age or under), cash management or other vulnerable sectors increases. Screening standards will be based on position description.
- 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 with children or youth
  - Submitting a valid background screening
- If a background screening check is required, Skate Ontario will accept one issued within 12 months of the Skate Ontario event or assignment and it shall remain valid for the duration of the individual's working relationship with Skate Ontario
- If an individual in a role designated for screening at any time is charged, receives a conviction for, or is found guilty of, an 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 staff and/or volunteers may be asked to provide a current and satisfactory screening check
- Each Skate Ontario staff member that is supervising a Skate Ontario event or program is responsible for ensuring that the necessary screening has been completed for the individuals assigned to that event or program, and that they are completed prior to the event or program
- 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



## Risk Level Assessment and Associated Steps

- Positions will be assessed as follows:
  - Low risk:
    - Activity not primarily associated with vulnerable persons
    - 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

*Positions in this category require limited screening; position descriptions*
  - Moderate risk:
    - Activity primarily associated with vulnerable persons
    - Routine contact with vulnerable persons while other adults present at all times
    - Occasional physical contact as part of role with vulnerable persons while other adults present at all times
    - Access to limited personal information (e.g. email and phone numbers)
    - Access to confidential information
    - A position of trust or authority over vulnerable persons

*Positions in this category require position descriptions, an information form from candidates and a position orientation*
  - High risk:
    - Contact with vulnerable persons while no other adults present
    - Access to confidential information from individuals associated with Skate Ontario
    - Operating a motor vehicle transporting vulnerable persons associated with Skate Ontario

*Positions in this category will be fully screened including position descriptions, interviews, orientation and a current BackCheck*

