

ONPARA – Screening Policy

Purpose

1. Screening of personnel and volunteers is an important part of providing a safe environment among sport organizations which provide programs and services to youth and people with disabilities. ONPARA is responsible, at law, to do everything reasonable to provide a safe and secure environment for participants in its programs, activities and events. ONPARA takes very seriously, and is committed to, fulfilling the duty of care it owes to its members.
2. The purpose of screening is to identify individuals within ONPARA who pose a risk to children, youth and people with disabilities.

Policy Statement

3. Not all personnel affiliated with ONPARA will be required to undergo screening through a Police Records Check (“PRC”), as not all positions pose a risk of harm to ONPARA or its members.
4. Persons who will be subject to screening through a PRC are those who work closely with minor athletes, athletes with a disability and who occupy positions of trust and authority within ONPARA programs. Such ‘designated positions’ include:
 - a) All individuals in paid staff positions;
 - b) All persons affiliated with provincial teams, whether paid or volunteer; and
 - c) Any staff person, board member or volunteer appointed to accompany an ONPARA team to an event or competition whether as a coach, manager, chaperone, driver or official in another role.
5. It is the ONPARA’s policy that:
 - a) All positions will have a clear set of guidelines about appropriate behaviour and conduct.
 - b) The recruitment process for all ‘designated positions’ may involve:
 - i. Requiring the candidate to complete an application form for the position;
 - ii. Interviewing the candidate for the position; and
 - iii. Checking a minimum of two references, one of which will be specific to working with children or youth.
 - c) PRCs will be mandatory for all persons in ‘designated positions’. There will be no exceptions.
 - d) Failure to participate in the PRC process as outlined in this policy will result in ineligibility for the ‘designated position’.
 - e) ONPARA will not knowingly fill a ‘designated position’ with a person who has a conviction for a ‘relevant offence’ as defined in this policy.

- f) A person in a 'designated position' will be provided an orientation session that will explain performance expectations and provide the training necessary for satisfactory performance.
- g) If a person in a 'designated position' subsequently receives a conviction for, or be found guilty of, a relevant offences, he/she will report this circumstance immediately to ONPARA.

Screening Committee

6. The implementation of this policy is the responsibility of the Screening Committee, a committee of three persons appointed by the Board of Directors for a term of two years.

7. The Screening Committee will carry out its duties in an independent manner and at arms-length from the Board of Directors and the staff of the ONPARA.

8. The Screening Committee is responsible for receiving and reviewing all PRCs and, based on such reviews, making decisions regarding the appropriateness of individuals occupying 'designated positions'. The Screening Committee may approve an individual's participation in a 'designated position', may deny an individual's participation in a 'designated position' or may approve an individual's participation in a 'designated position' subject to terms and conditions as the Screening Committee deems appropriate.

9. In carrying out its duties, the Screening Committee may consult with independent experts including lawyers, police, risk management consultants or volunteer screening specialists. The decisions of the Screening Committee are final and binding and may not be appealed.

Procedure

10. Each person subject to this policy will apply for and obtain a PRC at their local police detachment. If there is a charge to obtain the PRC, ONPARA will **not** reimburse the person for such expense.

11. Each person subject to this policy will submit the original copy of their PRC to the Screening Committee, c/o ONPARA at its head office, in an envelope marked 'Confidential'.

12. The Screening Committee will review all PRCs received and will determine whether the PRC reveals a relevant offence. The Screening Committee will render its decision in accordance with paragraph 8 and will notify the person and ONPARA of its decision in writing. The original copy of the PRC will be destroyed or returned to the person who supplied it.

13. PRCs are valid for a period of two years.