

## Volunteer and Employee Screening Policy

### PURPOSE

The British Columbia Netball Association (BC Netball) is a Provincial Sport Organization which is primarily volunteer driven and which offers programs for youth.

BC Netball has an ethical and legal responsibility to protect children and youth in its programs from foreseeable harm.

To that end, BC Netball has put in place the following reasonable measures to screen volunteers and staff who work directly with children and youth in BC Netball programs.

### DEFINITIONS

**Criminal Record Review Act** references BC Legislation (RSBC 1996) CHAPTER 86 the purpose of which is to help prevent the physical and sexual abuse of children, and the physical, sexual, and financial abuse of vulnerable adults by requiring individuals to whom the act applies to undergo regular criminal record checks.

**Screening** is the process put in place to ensure that individuals employed by or volunteering for BC Netball do not pose a risk of abusing children, youth or vulnerable adults participating in BC Netball programs.

**High-Risk Situations** are one-on-one interactions between a volunteer or an employee and a minor in settings which are private and where there is no frequent and regular supervision of the activity by BC Netball personnel in positions of authority.

**Commit to Kids (C2K)** training is a set of online training modules administered by the Canadian Centre for Child Protection that provides practical information to enhance child and youth safety in sport.

## **POLICY**

This Policy applies to all member clubs and individuals registered in member clubs and any organization or entity which has the responsibility for managing an event under the auspices of BC Netball.

All employees and independent contractors who work for or volunteer for BC Netball and whose normal activities involve working with children shall authorise BC Netball to conduct a Criminal Record Check.

BC Netball has the authority to:

- Refuse to hire a candidate for employment or for a contract who has a conviction for a relevant offence
- Reassign any employee or independent contractor who is convicted of a relevant offence
- Dismiss any employee or independent contractor who is convicted of a relevant offence

BC Netball endorses rigorous screening of volunteers who wish to participate in activities where there is risk of harm due to the participants' age, the setting, the nature of the activity, and the degree of supervision.

Volunteers must be screened for all volunteer positions relating to BC Netball Youth programs and events that can be categorized as "High risk".

This process applies equally whether or not the event is organized directly by BC Netball or by any other organization or entity on behalf of BC Netball.

BC Netball has the authority to:

- Ask any volunteer, or potential volunteer, to authorize BC Netball to undertake a Criminal Record Check.
- Refuse to any appoint a volunteer who has a conviction for a relevant offence
- Reassign any volunteer who is convicted of a relevant offence
- Dismiss any volunteer who is convicted of a relevant offence
- The responsibility for assessing high risk situations where screening is appropriate rests with the designated BC Netball Board Member organizing an event or liaising with event organizers (where an organization is managing an event on behalf of BC Netball)

## Safe Sport

In addition to undertaking a Criminal Records Check, all volunteers who work for or volunteer for BC Netball and whose normal activities involve working with children or youth shall complete Commit to Kids (C2K) training within 30 days of appointment.

All appointed volunteers shall read, sign and comply with the BC Netball Code of Conduct to Protect Children.

## PROCEDURE

For employees and volunteers requiring Criminal Record Checks, the screening process and the assessment of risk must be completed before the employee or volunteer undertakes any activity which involves contact with children or youth. For guidelines on how to apply for Criminal Record Checks, go to the BC Government's Justice Department website: [justice.gov.bc.ca/eCRC/home.htm](http://justice.gov.bc.ca/eCRC/home.htm)

The minimum screening required prior to the appointment of volunteers to positions deemed to represent, or potentially represent a high risk, are as follows:

- A written job description setting out clear guidelines for appropriate behaviour
- A copy of the BC Netball Association Code of Conduct, the Universal Code of Conduct, and BC Netball Code of Conduct to Protect Children
- The recruitment process for volunteers shall include requiring the candidate to:
  - Complete an application form for the position
  - Attend an in-person interview
  - Supply a minimum of two employment references for each candidate, one of which involves experience working with children or youth
  - Attend an orientation session explaining expectations, specific guidelines for supervising children and youth and necessary training

BC Netball will identify the person in a position of authority responsible for regularly monitoring the volunteer's performance, providing feedback when appropriate, and reporting any concerns to the BC Netball Board Member overseeing the program.

The results of Criminal Record Checks are confidential and may not be disclosed to the Public unless such disclosure is required by law or deemed by the BC Netball Board of Directors, pending legal advice, to be in the best interests of the public.