



# BRITISH COLUMBIA DEAF SPORTS FEDERATION

## VOLUNTEER AND EMPLOYEE SCREENING POLICY

### Terms of Reference

#### PREAMBLE

*Volunteer and Employee Screening Policy* has been developed to provide volunteering and employment environments which are fair, consistent, caring and supportive of professional and personal growth. British Columbia Deaf Sports Federation (BCDSF) is responsible for conduct a screening program controlling the background checking required for selecting competent individuals who contribute to the delivery of services or activities in a safe environment. Once the vulnerability has been identified, reasonable measures must be taken to prevent or eliminate the risk of harming.

#### DEFINITION

**Volunteer** – is defined as an individual who provides services or activities willingly for BCDSF and does not receive a salary or wage.

**Employee** – is defined as an individual who is hired to provide services or activities to BCDSF on a regular or part-time basis in return for financial compensations.

**Vulnerable person** – is defined as a person who is in need of assistance from the other person and is at risk of being harmed by the person in a position of trust. This includes Deaf and Hard of Hearing students of elementary and secondary schools.

#### Section 1. IDENTIFYING LEVELS OF RISK

1.01 An essential step in the screening process for BCDSF positions consists of identifying the level of risk to which volunteers and employees can be exposed.

(a) Levels of risk are defined as:

- (i) Low risk: minimal or no contact with vulnerable persons
- (ii) Medium risk: supervised contact with vulnerable persons
- (iii) High risk: unsupervised contact with vulnerable persons

#### Section 2. DESCRIBING A POSITION

2.01 Essential for BCDSF in relation to the risks inherent to vulnerable persons, position descriptions clarify the roles and responsibilities of volunteers and employees.

(a) The following pieces of information are included in a position description:

- (i) Title
- (ii) School groups, namely Deaf children (elementary) and Deaf Youth (secondary)
- (iii) Goals, activities and tasks
- (iv) Outline of responsibilities

- (v) Time commitment expected
- (vi) Boundaries and limitations
- (vii) Skills, experience and qualifications required
- (viii) Orientation and training available
- (ix) Support, supervision and evaluation provided
- (x) Mandatory activities (e.g. training, monthly meetings, travel)
- (xi) Working conditions (e.g. non-smoking environment)

### **Section 3. CONDUCTING A SCREENING PROCESS**

3.01 Screening is defined as a process performed by BCDSF to ensure that the right match is made between the work to be done and the individual who will do it.

- (a) This process is designed to identify any candidate who may potentially cause harm to vulnerable persons.
- (b) Job creation, recruitment and orientation are initial steps in initiating the search for any candidate.
- (c) Interviews, reference checks and a Police Records Check are essential steps in determining the suitability of any candidate.
  - (i) Reference check will confirm the background and skills of the applicant and will provide an outside opinion on the suitability of the person for the position.
  - (ii) Police Records Check includes a Criminal Records Check or Verification (a fingerprint based screening service provided by the Royal Canadian Mounted Police), as well as a search of the records held in the information database of the policy agency having jurisdiction where the candidate currently resides.

3.02 BCDSF will issue a Police Records Check request letter to give to the candidate to go to the policy agency having jurisdiction where he or she currently resides.

- (a) Upon receipt of the Police Records Check confirmation document from the police station, BCDSF will proceed in accepting the candidate into its organization.

### **Section 4. MAINTAINING CONFIDENTIALITY**

4.01 Police Records Check gathered as a result of a background check is part of the volunteer's (or employee's) personnel file which will be kept in the BCDSF Office's secured filing system in conformance to BCDSF Personal Information Protection Policy.

### **Section 5. CONDUCTING REGULAR CONTACT**

5.01 BCDSF conducts its regular contact with the participants' families as an effective safeguard against potential harm and inappropriate behaviour towards vulnerable persons.

Any questions related to the content of this policy or its interpretation should be directed to the BCDSF President (Vice-President if President is not available).

Policy Title	Volunteer and Employee Screening	
Policy Number	PO 1.04	
Approved by	BCDSF Board of Directors	
Effective Date	March 14, 2015	Version 0
Revised Date		