



Halifax Dunbrack Soccer Club

BACKGROUND CHECK POLICY

POLICY STATEMENT

Club staff, volunteers, board members, team personal, including coaches, managers and volunteers and other identified staff who have contact with, or access to, children and/or vulnerable individuals in their roles, must submit a Criminal Record Check (CRC) and “clear” Vulnerable Sector (VS) verification check report prior to commencing *Halifax Dunbrack Soccer Club* (HDSC) activities.

PURPOSE

To mitigate the risk of placing children in the care of individuals with a history of inappropriate or dangerous behavior with children. Pursuant to the Criminal Records Act, VS screening was established to provide screening of individuals who intend to work or volunteer with the vulnerable sector.

WHY IS THIS POLICY IMPORTANT?

A Criminal Record check and Vulnerable Sector police record check will identify if any volunteer/staff with HDSC has a history of crimes and/or crimes against children or vulnerable others. Requesting a clear VS check demonstrates due diligence towards keeping children safe from physical and sexual abusers. Screening for criminal records may reduce the chance of putting children at risk or into the care of individuals who may have had prior convictions that would increase the risk to HDSC.

PROCEDURE

All club staff, volunteers, board members, team personnel, including coaches, managers and volunteers and other identified staff who have contact with, or access to, children and/or vulnerable individuals in their roles, must submit (1) criminal record check and a (2) “clear” Vulnerable Sector (VS) verification check report prior to commencing HDSC activities. These checks must be submitted to the Club Operations Lead for tracking with expiration dates to ensure renewals are processed and executed. No listed members as described above are allowed to be in contact with players without this verification completed.

Vulnerable Sector Verification

If a vulnerable sector verification does not come back “clear” then the individual is not allowed to participate in any roles with Halifax Dunbrack Soccer Club.

Criminal Record Check

If the criminal record check comes back positive and the individual has a record, then a review is required to determine if there is a reason to suspect they pose a threat. This review would be completed by the Club Operations Lead and Board President (or designated individual). In assessing the threat, they will rely on the “Canada Soccer guide to safety” to decide on the volunteers’ participation based on if the criminal charge is relevant to the volunteer position sought.



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Other considerations to consider in assessing the risk are weighing the applicant's charge(s) or conviction(s) with the amount of time that has passed, the nature of the offense(s), and the penalty (if any) served by the applicant.

If an applicant is refused a position as a result of the result of the CRC then the applicant has the right to know why he or she is being refused, and may appeal in writing to HDSC.

Should the Club Operations Lead and Board President need further guidance they should contact the Risk Committee for further discussion and this should be done anonymously. The Club Operations Lead and Board President should be part of this meeting.

Appeal Process

The Club Operations Lead and/or Board President will discuss all matters of concern pertaining to an applicant's appointment to a position. If an applicant's appointment is declined, the individual may appeal the decision ONLY if there is relevant information that has not been made available. This request must be submitted to the Club Operations Lead within 48 business hours of notification.

Confidentiality of Information

It is important that the Club Operations Lead ensures adequate security safeguards to protect the confidentiality of personal information against unauthorized access, disclosure, use or modification. All information obtained by the Club Operations Lead and/or Board President from the Screening Process will be kept confidential. This information may be disclosed to volunteers or employees assigned by HDSC to make decisions about hiring or refusing potential applicants for a position.