

## **Volunteer Screening Policy**

Adopted on: January 07, 2024

Approved by: NEUSC Board of Directors

Last Updated: January 07, 2024

This policy is based on guidelines by Soccer Canada:

[https://canadasoccer.com/wp-content/uploads/2020/12/CanadaSoccer\\_Guide\\_Safety\\_EN.pdf](https://canadasoccer.com/wp-content/uploads/2020/12/CanadaSoccer_Guide_Safety_EN.pdf)

Soccer Canada Guidelines should be used in conjunction with this policy for reference.

### 1. Volunteer Position Description:

- Clarity: Clearly outline duties, responsibilities, reporting lines, and level of contact with children.
- Qualifications: Specify required interpersonal skills, values, attitudes, beliefs, and professional knowledge.

### 2. Application and Recruitment Process:

- Application Form: Volunteer Application Form and Criminal Record Background Screening
- Interviews: Conduct thorough interviews to assess candidate suitability if required.
- Reference Checks: Verify references to confirm candidate's qualifications and past conduct if required.

### 3. Background Screening:

- Initial Checks: All volunteers must undergo a Criminal Record Check (CRC) and Vulnerable Sector Check (VSC)
- Screening Review Criteria: Evaluate results of CRC and VSC considering the relevance of any convictions/charges to the position.

### 4. Relevant Offences:

- If a CSC or VSC is positive an applicant may submit record of offences for additional screening.
- Screening of Offences: Per Soccer Canada Guidelines.
- Criminal Convictions: Evaluate the relevance of any criminal convictions to the volunteer's role.

### 5. Renewal of Checks:

- Regular Updates: CRC/VSC must be updated annually.

### 6. New Employee/Volunteer Orientation:

- Training: Orientation should cover organizational policies, safety procedures, Code of Conduct, and reporting processes.

7. Compliance and Review:

- Mandatory Compliance: Adherence to this policy is mandatory for all volunteers.
- Regular Review: This policy will be reviewed and updated regularly to reflect any changes in legal requirements or best practices.

8. Decision Making:

- Risk Assessment: In cases where an individual poses a risk, the organization must notify them in writing regarding their status.
- Consideration: Not all charges or convictions automatically disqualify a candidate; the relevance to the position and changes since the offence will be considered.

9. Final Decision

- The Board of Directors will have the final decision on all volunteers with recommendations provided by board or committee members.

Conclusion: This policy ensures a comprehensive approach to screening volunteers, emphasizing the safety and well-being of participants, especially children and adolescents. The process is designed to identify and mitigate potential risks, ensuring a safe and secure environment within NEUSC programs.