



## Screening Policy

### 1. DEFINITIONS

“Formal Volunteer” – An individual that works with a non-profit organization on a commitment basis i.e. coaches and assistant coaches.

“Informal Volunteer” – An individual or group of individuals that participate with a non-profit organization i.e. team manager or parent

“Police Information Check” – A search of the law enforcement criminal records database to determine whether the individual has a criminal record (PIC).

“Vulnerable Sector Verification” – A secondary part of the Police Information Check, for individuals who are volunteering in a vulnerable sector, which also searches for the existence of any pardoned sex offences and/or charges (VSV) for any individuals born before February 28, 1986.

“Vulnerable Person” – One who, because of their age (under the age of 18 or over the age of 65), a disability (mental or physical disability or mental illness): is in a position of dependence on others or; is otherwise at greater risk than the general population of being harmed by a person in a position of trust or authority towards them.

### 2. PURPOSE

Cheer Nova Scotia (CNS) understands that screening personnel and volunteers is a vital part of providing a safe sporting environment. CNS is responsible to do everything reasonable to provide a safe and secure environment for participants in its programs, activities and events. The purpose of screening is to identify individuals who may pose a risk to CNS and its participants through the individual’s involvement with Cheer Nova Scotia’s activities.

### 3. APPLICATION OF THIS POLICY

This policy applies to all individuals whose position with CNS is one of trust or authority which may relate to, at a minimum, finances, supervision, young people, athletes, or people with a disability.

Not all individuals associated with CNS will be required to undergo screening through a PIC-VSV and a Screening Disclosure Form, as not all positions pose a risk of harm to CNS or to its participants.

Persons who will be subject to screening are those who work closely with minor athletes and who occupy positions of trust and authority within CNS. Such positions include:

1. All individuals in paid staff positions
2. All formal or informal volunteer
3. Directors/Board Members
4. Staff

#### 4. POLICY

It is Cheer Nova Scotia's policy that:

4.1 All positions will have a clear set of guidelines about appropriate behaviour and conduct.

4.2 Criminal Record Checks and Vulnerable Sector Verification will be mandatory for all persons who occupy positions of trust and authority as listed above. There will be no exceptions to this.

4.3 CNS and program directors will not knowingly fill a position with a person who has a conviction for a criminal offence as defined in section 7 of this policy.

4.4 Failure to participate in the screening process as outlined in this policy will result in ineligibility of the individual. Additionally, if an individual provides falsified or misleading information, that individual will immediately be removed from their CNS position(s).

#### 5. PROCEDURE

5.1 Each person subject to this policy will apply for and obtain a Criminal Record Check from a local RCMP/Police Station or at [MyBackCheck.com](https://mybackcheck.com)

5.2 Each person subject to this policy will receive a request for their Criminal Record Check to CNS via MyBackCheck.com, where CNS will be able to access the information on a secure website or mail to CNS, in an envelope marked 'Confidential', to the address below.

CNS Post Office Box: PO Box 34116 Scotia Square, Halifax, NS

5.3 CNS will review all criminal record checks received and will determine whether the criminal record check reveals a relevant offence. CNS will render its decision in accordance with the policy and will notify the person of its decision in writing only if the decision is negative. The

copy of the criminal record check will not be returned to the applicant; records will be kept confidential and administered by CNS staff.

5.4 Criminal Record Checks are valid for a period of three years or are to be completed during credentialing.

5.5 Criminal Record Checks submitted to CNS must be no more than 12 months old.

5.6 Please note that it is not mandatory for coaches, staff or volunteers who are under the age of 18 to complete a Criminal Record Check. Once the individual turns 18, they will have 3 months to submit the necessary documents to CNS.

## 6. SUSPENSION PENDING A HEARING

Cheer Nova Scotia may determine that an alleged incident or complaint is of such seriousness as to warrant suspension of an individual pending an internal hearing, an internal hearing decision, completion of a police investigation, and/or completion of a criminal process. Suspension during an investigation is not an assumption or confirmation of guilt, but for the protection and privacy of all involved parties.

## 7. CRIMINAL CONVICTIONS

An individual's conviction for any of the following Criminal Code offenses may result in expulsion from Cheer Nova Scotia and/or removal from CNS designated position(s), competitions, programs, activities and events upon the sole discretion of Cheer Canada:

- i. Any offence of physical or psychological violence
- ii. Any crime of violence including but not limited to, all forms of assault
- iii. Any offence involving trafficking of illegal drugs
- iv. Any offence involving the possession, distribution, or sale of any child-related pornography
- v. Any sexual offence
- vi. Any offence involving theft, fraud, trafficking

## 8. SUBMISSION AND RENEWAL GUIDELINES

Board Member/Committee Chair and Members/Cheer Nova Scotia Staff must submit a valid police check within 60 days of their appointment of position; the police check must have been obtained within 90 days of acceptance of the position. A police check will be considered valid for three years for Board Members and Committee Chairs. If an individual fills more than one role with Cheer Nova Scotia; they must fulfill the requirement of highest renewal.

## 9. POLICY INFORMATION

Draft Date: Pre-2020

October 25, 2020 - Author: Rachel Webb

Date Approved by CNS Board: October 25, 2020