North Scarborough Soccer Club

Volunteer Screening Policy

Purpose:

The North Scarborough Soccer Club adopts the policies and procedures of OS for Volunteer Screening.

Policy:

The North Scarborough Soccer Club has a responsibility to children, young adults, parents, volunteers and staffs involved in its programs and are committed to adhering to the following policy to support
the provision of sound, safe and healthy soccer experience in our community.
Educating participants, coaches, managers, leaders, and volunteers about abuse and harassment is very important. The Club recognizes that the organization has a responsibility to appropriately screen any person who will have access to vulnerable people. This responsibility is both moral and legal; it is not only the "right" thing to do but it is legislated under the "Duty of Care" concept.
"Duty of Care" is a legal principle that identifies the obligations of individuals and organizations to take reasonable measures to care for and protect their clients. It is important to understand that Canadian courts will uphold organizations' responsibilities to screen carefully. This is part of their "Duty of Care."
Due to the positions of trust that are inherent in the provision of active, high quality sport activities, volunteers and employees shall be required to undergo a screening process based on the duties assigned by the Club. This screening process will be comprised of a variety of measures such as:

- Application Forms with References
- Interviews
- Police Records Check
- Reference Checks
- Training and Education

All volunteers/employees will be required to participate in an orientation that will introduce duty assignments as well as relevant Club policies and expectations. The Volunteer Screening Program can be requested from the Club office. If any Member believes they have had an experience that contravenes this policy, the President of the Club should be contacted.

CONFIDENTIALITY OF PERSONAL INFORMATION:

Once the Club receives information about an applicant, whether from the applicant directly or from the police, then the Club becomes responsible for that information and is then subject to many of the same legal requirements and regulations as other holders of personal information, in terms of confidentiality and access. The Club is required to safeguard the confidentiality of personal information gathered during the screening process.

Only the President, the "Screening Official" and (where necessary) the Selection Committee will review personal information including the Police Record Checks. The Screening Official at the Club is the Vice-President. Any individual involved in the screening process must sign an Oath of Confidentiality
Information received through the screening process will only be used to determine if an applicant is suitable for a specific position.
Confidential information will be stored in a locked cabinet, and will be accessible only to The President, the "Screening Official", and the Selection Committee (where necessary).

The North Scarborough Soccer Club will take all reasonable steps to protect the confidentiality of personal information. The Club will keep confidential information for the term of the position (up to three years for Directors, up to two years for referees, team officials and other volunteers). For individuals serving in a position longer than the term of a position, an updated Police Records Check may be requested.
Information will be discussed only in the case of complaints or disciplinary proceeding.
The Club may keep a copy of the applicant's Police Records Check.