

Title:	Screening Policy	Issued Date:	06-21-2018
Policy No:	TO-HR-001	Effective Date:	06-21-2018
Approved By:	Board of Directors	Revision / Replaces:	v2018.1

Definitions

1. **Vulnerable Persons** - is defined as a person who, because of their age, a disability, or other circumstances, whether temporary or permanent are (a) in a position of dependence on others or (b) are otherwise at a greater risk than the general population of being harmed by a person in a position of authority or trust relative to them. In the context of this policy, this principally includes minors involved in Taekwondo Ontario (TO) programs.
2. **Volunteer** - is defined as a person who is recruited directly by the TO to perform work in an unpaid capacity on an occasional or regular basis. This could be a few days a year to a few days a month or more. For example, this may include but is not limited to: Executive, Board Members, Committee Members, Head of Team, Team Manager, Coaches, Trainers or persons helping at any of the TO's events (tournaments, seminars, and meetings etc.).
3. **Employee / Contractor** - is defined for purposes of this policy only, as a person in a capacity for which they receive remuneration for services rendered. This could include full-time staff, interns, contract staff, part time staff, etc.
4. **Individuals** – is defined as a prospective volunteer, employee or contractor seeking to fill a position.
5. **Police Vulnerable Sector Check (PVSC)** – is a police background check that provides the screening of individuals who intend on working or volunteering with vulnerable people. This type of screening is commonly required for volunteers including sports coaches.
6. **Screening Committee** - is a standing committee of TO responsible for receiving and reviewing all PVSCs and, based on such reviews, making decisions regarding the appropriateness of individuals occupying designated roles or positions.
7. **Relevant Offence** - is any of the following offences for which pardons have not been granted:
 - a. If imposed in the last five years:
 - i. Any criminal offence involving the use of a motor vehicle, including but not limited to impaired driving; or
 - ii. Any violations for trafficking under the Controlled Drug and Substances Act.
 - b. If imposed in the last ten years:
 - i. Any crime of violence including but not limited to, all forms of assault; or
 - ii. Any criminal offence involving a minor or minors.
 - c. If imposed at any time:
 - i. Any criminal offence involving the possession, distribution, or sale of any child-related pornography;
 - ii. Any sexual offence involving a minor or minors; or
 - iii. Any offence involving fraud.

Purpose

As the recognized Provincial Sport Organization (PSO) governing the sport and martial art of Taekwondo in the province of Ontario, Taekwondo Ontario (TO) endeavors to do everything reasonably practicable to provide a safe and secure environment for participants in all its programs, activities and events.

The purpose of this policy is to assist TO in determining whether or not a prospective employee, contractor or volunteer has engaged in any past conduct or behavior that would indicate that they are not a suitable candidate due to concerns about their ethics, integrity and/or the safety of others in their care, including minors, and therefore does not meet the acceptable risk tolerance of the organization.

Scope

This policy applies to all employees, contractors and volunteers working with TO. For greater certainty, this policy will include:

1. Any volunteers working with TO with direct contact to the membership including vulnerable persons.
2. Executive and Board of Directors
3. Committee Chairs and Committee Members
4. Head of Team, Team Manager, Coaches and Trainers
5. Officials
6. Employees and Contractors

Responsibility

1. The President or designate is responsible for updating and maintaining the policy.
2. The Board of Directors is responsible for providing feedback and approving the policy.
3. All prospective employees, contractors and volunteers are responsible to understand and adhere to TO's expectations and the requirements of the screening policy.
4. Upon request, the Executive Director is responsible for providing volunteers with a letter confirming their volunteer status on behalf of TO.
5. The Executive are responsible for ensuring that their respective Committee Chairs and the Executive Director comply with the Screening Policy.
6. The 2nd Vice President is responsible for ensuring that the official TO Team (Head of Team, Team Manager, Coaches, Trainers) and any volunteers accompanying the athletes comply with the Screening Policy.
7. The various Committee Chairs are responsible for ensuring their respective members and volunteers comply with the Screening Policy.

8. The Executive Director is responsible for reporting non-compliance to the President. If the non-compliance is not remedied, the Executive Director will report the non-compliance directly to the Board of Directors.
9. The Screening Committee, in accordance to their Terms of Reference (TOR), is responsible for reviewing the Police Vulnerability Sector Checks (PVSC) submitted and making recommendations to the Executive regarding the appropriateness of individuals filling positions in designated capacities within TO programs.

Policy

1. All roles and positions within TO, whether filled by a volunteer, employee or contractor, will be subject to a risk assessment and categorized in accordance with the table contained in Appendix 1 of this policy.
2. Individuals that are seeking to fill a designated role or position that is within a category that works closely with vulnerable persons and/or who occupy positions of trust and authority within TO will be required to complete the following below without exception:
 - a. Application form
 - b. Minimum of two reference checks
 - c. PVSC
3. All PVSCs will be submitted to the Screening Committee for review and approval.
4. Failure to complete the PVSC will result in the ineligibility for the individual to fill the role or position.
5. TO will under NO circumstances knowingly fill a role or position with an individual that has been convicted for a relevant offence as defined in the policy.
6. If an individual currently filling a role or position within TO is charged with any of the relevant offences as defined in the policy, they will disclose the circumstances immediately to the Chair of the Screening Committee.
7. On an annual basis, all individuals holding an existing position or role within TO will sign-off on TO's Code of Conduct and a declaration confirming that their circumstances have not changed and that they have not been charged and convicted of a relevant offence.
8. All individuals holding an existing designated role or position will re-submit a PVSC in accordance with the expiration and renewal period as highlighted in the table of Appendix 1 of the policy.

Policy Review

This policy will be maintained by the President or designate and reviewed and approved by the Board of Directors at minimum every two years.

Appendix 1

Position Description	Comments	Requirement(s)	Frequency
Casual volunteers recruited and managed directly by the TO.	<ul style="list-style-type: none"> • Low Risk • Examples: those who only volunteer a few days a year, who do not interact closely with vulnerable persons and who do not handle any financial or sensitive information. 	<ul style="list-style-type: none"> • Application • Code of Conduct 	<ul style="list-style-type: none"> • Once at recruitment
Employees or Contractors with general office duties, rarely interact with vulnerable persons, do not oversee financial or otherwise sensitive information	<ul style="list-style-type: none"> • Low Risk 	<ul style="list-style-type: none"> • Application • Code of Conduct 	<ul style="list-style-type: none"> • Once at recruitment
Individuals overseeing financial or otherwise sensitive information	<ul style="list-style-type: none"> • Medium Risk • Fiduciary responsibility as steward of TO's assets and resources. • Authorized signatories. 	<ul style="list-style-type: none"> • Application • Code of Conduct (COD) • References • Annual Declaration (AD) 	<ul style="list-style-type: none"> • Once every 4 years • COC / AD every year
Coaches and Officials working directly for TO programs and/or teams.	<ul style="list-style-type: none"> • High Risk • Those who routinely interact with minors along with unsupervised contact to fulfill their coaching or officiating requirements. 	<ul style="list-style-type: none"> • Application • Code of Conduct (COD) • References • Annual Declaration (AD) • Police Vulnerable Sector Check (PVSC) 	<ul style="list-style-type: none"> • COC / AD every year • PVSC every year

Appendix 1 (Cont'd)

Position Description	Comments	Requirement(s)	Frequency
Individuals working with vulnerable persons. All persons involved in the delivery of junior or cadet developmental programs including camps and; any persons appointed to accompany a TO Cadet or Junior team to an event or competition whether as a coach, manager, chaperone or driver. These requirements shall not apply to parents of participating athletes.	<ul style="list-style-type: none"> • High Risk • Those who routinely interact with minors along with unsupervised contact to fulfill their requirements. 	<ul style="list-style-type: none"> • Application • Code of Conduct (COD) • References • Annual Declaration (AD) • Police Vulnerable Sector Check (PVSC) 	<ul style="list-style-type: none"> • COC / AD every year • PVSC every year