



## Steps to Recovery

### VOLUNTEER SCREENING POLICY

#### Definitions

1. The following terms have these meanings in this Policy:

- a) "Police Information Check" – A search of the RCMP criminal records database to determine whether the individual has a criminal record (PIC)
- b) "Vulnerable Sector Verification" – A secondary part of the Police Information Check, for individuals who are volunteering in a vulnerable sector (such as with minor athletes or persons with a disability), which also searches for the existence of any pardoned sex offences and/or charges (VSV)

#### Purpose

2. Steps to Recovery understands that screening personnel and volunteers is a vital part of providing a safe environment. Steps to Recovery is responsible, at law, 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 Steps to Recovery and its participants according to the individual's involvement with Steps to Recovery activities.

#### Application of this Policy

3. This Policy applies to all individuals whose position with Steps to Recovery is one of trust or authority which may relate to, at a minimum, finances, supervision, young people, or people with a disability.

4. Not all individuals associated with Steps to Recovery 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 Steps to Recovery or to its participants. Steps to Recovery will determine which individuals will be subject to screening using the following as a guideline (any variation from the guidelines are at the sole discretion of Steps to Recovery):

Level 1 – Low Risk to Steps to Recovery - Individuals involved in low risk assignments that are not in a supervisory role, directing others, financial/cash management, or limited access to minors or people with a disability.

Level 2 – Medium Risk to Steps to Recovery – Individuals involved in medium risk assignments that may be in a supervisory role, directing others, financial/cash management; individuals who work



independently at a third party location, acting on behalf of the Association – i.e. course raters; individuals with limited access to minors or people with a disability or direct contact with adults.

Level 3 – High Risk to Steps to Recovery – Individuals involved in high risk assignments that may occupy positions of trust and/or authority, be in a supervisory role, direct others, financial/cash management, or access to adults, minors or people with a disability.

## Policy

5. It is Steps to Recovery policy that:

a) Level 1 individuals will:

- a. Complete a Screening Disclosure Form
- b. Complete an Application Form
- c. Provide one letter of reference related to the position sought
- d. Participate in orientation as determined by Steps to Recovery

b) Level 2 individuals will:

- a) Complete and provide to Steps to Recovery a PIC
- b) Complete a Screening Disclosure Form
- c) Complete an Application Form
- d) Provide one letter of reference related to the position sought
- e) Participate in orientation as determined by Steps to Recovery
- f) Provide a driver's abstract, if requested

c) Level 3 individuals will:

- a) Complete and provide to Steps to Recovery a PIC and VSV
- b) Complete a Screening Disclosure Form
- c) Complete an Application Form
- d) Provide one letter of reference related to the position sought
- e) Participate in orientation as determined by Steps to Recovery
- f) Provide a driver's abstract, if requested

d) Failure to participate in the screening process as outlined in this policy will result in ineligibility of the individual.

e) Where the Screening Committee is of the opinion that, notwithstanding a conviction, a person can occupy a position within Steps to Recovery without adversely affecting the safety of Steps to Recovery, any individual or client of Steps to Recovery through the imposition of such terms and conditions as are deemed appropriate, the Screening Committee may approve an individuals' participation.

f) If an individual subsequently receives a conviction for, or is found guilty of, an offence, they will report this circumstance immediately to Steps to Recovery.

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- g) If an individual provides falsified or misleading information, that individual will immediately be removed from their Steps to Recovery position.
6. The following positions are required to undergo Level 3 screening in accordance with this policy:
- a) Directors/Board Members
  - b) Staff Members
  - c) Other individuals as may be determined by the Screening Committee

#### Screening Committee

7. The implementation of this policy is the responsibility of the Steps to Recovery Screening Committee which is a committee of three (3) to five (5) members appointed by, and at the sole discretion of Steps to Recovery. Steps to Recovery will ensure that the members appointed to the Screening Committee possess the requisite skills, knowledge and abilities to accurately assess PIC-VSV and the Screening Disclosure Form and render decisions under this Policy. Quorum for the Screening Committee will be three members.
8. Steps to Recovery may, in its sole discretion, remove any member of the Screening Committee. Where a position on the Screening Committee becomes vacant, either because a member has been removed or because a member has resigned, Steps to Recovery, at its sole discretion, will appoint a replacement member.
9. The Screening Committee will carry out its duties, in accordance with the terms of this policy, independent of the Board of Directors.
10. The Screening Committee is responsible for reviewing all positive PIC-VSV and Screening Disclosure Forms and, based on such reviews, making decisions regarding the appropriateness of individuals filling positions within Steps to Recovery. In carrying out its duties, the Screening Committee may consult with independent experts including lawyers, police, risk management consultants, volunteer screening specialists or any other person.

#### How to Obtain a Police Information Check with Vulnerable Sector Verification (PIC-VSV)

11. Individuals may obtain a PIC-VSV by visiting an RCMP office or police station, submitting two pieces of government-issued identification (one of which must have a photo), and completing any required paperwork. Fees may also be required and will be reimbursed by Steps to Recovery upon the submission of a legitimate receipt and volunteer expense form.
12. Fingerprinting may be required if there is a match with the individual's gender and birth date.



## Procedure

13. The Screening requirements defined in this Policy will be submitted to the Steps to Recovery head office in an envelope marked "Confidential": 10350 Yonge St. Suite # 201 Richmond Hill, Ontario L4C 5K9

14. If required, will provide a letter confirming the potential position within.

15. Individuals who do not undertake the Screening requirements required by this Policy will receive a notice to that effect and will be informed that their application and/or position will not proceed until such time as the Screening requirements are received.

16. The Screening Committee will review all Screening requirements and required documents, and determine whether the individual's undertakings reveal a relevant offence.

17. Subsequent to its review, the Screening Committee, by majority vote, will:

- a) Approve an individual's participation; or
- b) Deny an individual's participation; or
- c) Approve an individual's participation subject to terms and conditions as the Screening Committee deems appropriate.

18. If an individual's undertakings do not reveal a relevant offence; the Screening Committee will advise the Steps to Recovery Executive Director that the individual is eligible. If an individual's undertakings reveals a relevant offence; the Screening Committee will render its decision and provide notice of its decision in to the Steps to Recovery Executive Director. After providing notice, the Screening Committee will return or destroy the PIC-VSVs.

19. Decisions of the Screening Committee are final and binding and are not appealable.

20. PICs are valid for a period of four years and Screening Disclosure Forms must be completed on an annual basis. Notwithstanding this, the Screening Committee may request that an individual provide a PIC-VSVs or the Screening Disclosure Form to the Screening Committee for review and consideration at any time. Such request will be in writing and will provide the reasons for such a request.

## Relevant Offences

21. For the purposes of this Policy, guidelines and examples of a 'relevant offence', for which a pardon has not been granted, is any of the following:

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a) If imposed in the last five years:

- i. Any offence involving the use of a motor vehicle, including but not limited to impaired driving.
- ii. Any offence for trafficking and/or possession of drugs and/or narcotics.
- iii. Any offence involving conduct against public morals.

b) If imposed in the last ten years:

- i. Any crime of violence including but not limited to, all forms of assault.
- ii. Any offence involving a minor or minors.

c) If imposed at any time:

- i. Any offence involving the possession, distribution, or sale of any child-related pornography.
- ii. Any sexual offence.
- iii. Any offence involving theft or fraud.

#### Records

22. All records will be maintained in a confidential manner and will not be disclosed to others except as required by law, or for use in legal, quasi-legal or disciplinary proceedings.

#### Suspension Pending a Hearing

23. Steps to Recovery 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, and completion of a police investigation or completion of a criminal process.

#### Criminal Convictions

24. An individual's conviction for any of the following Criminal Code offenses may result in expulsion from Steps to Recovery and/or removal from Steps to Recovery designated position(s), competitions, programs, activities and events upon the sole discretion of Steps to Recovery:

- a) Any offence of physical or psychological violence
- b) Any crime of violence including but not limited to, all forms of assault
- c) Any offence involving trafficking of illegal drugs
- d) Any offence involving the possession, distribution, or sale of any child-related pornography
- e) Any sexual offence
- f) Any offence involving theft or fraud

#### Modification of Criteria

Steps to Recovery may revise this policy at any time as circumstances require.