

SCREENING POLICY- PHAST PORT HAWKESBURY

Definitions

1. These terms shall have these meanings in this policy:
 - a) *“Participant”*- Refers to all categories of individual members and/or registrants defined in the By-laws of PHAST who are subject to the policies of PHAST and SNS, as well as all people employed by, contracted by, or engaged in activities with, PHAST including, but not limited to, employees, contractors, Athletes, coaches, instructors, officials, volunteers, managers, administrators, committee members, parents or guardians, spectators, committee members, and Directors and Officers.
 - b) *“PRC”* – Police Records Check.
 - c) *“SNS”* – Swim Nova Scotia.
 - d) *“VSS”* – Vulnerable Sector Screening Check.

Preamble

2. Screening of personnel and volunteers is an important part of providing a safe sporting environment and has become a common practice among sport organizations that provide programs and services to the community. SNS is responsible at law, to do everything reasonable to provide a safe and secure environment for participants in its programs, activities and events.
3. This Policy is one of several policy tools that SNS will use to fulfill its commitment to provide a safe environment and to protect its Participants from harm.

Purpose

4. The purpose of screening is to identify individuals within PHAST who pose a risk to its Members.

Policy Statement

5. Not all individuals associated with PHAST will be required to undergo screening through a Police Records Check (*“PRC”*), Vulnerable Sector Screening (*“VSS”*) and Screening Disclosure Form, as not all positions pose a risk of harm to PHAST or to its Participants. PHAST will determine, as a matter of policy, which designated categories of individuals shall be subject to screening.
6. For the purposes of this policy, **‘designated categories’** are those classes of persons who work closely with Athletes and who occupy positions of trust and authority within PHAST. Such designated categories include:
 - a) All individuals in paid staff positions;
 - b) All persons named to provincial teams, whether paid or volunteer;
 - c) All persons involved in the delivery of developmental programs including camps and clinics; and
 - d) Any persons appointed to accompany a PHAST team to an event or competition whether as a coach, manager, chaperone, driver or official.
7. It is PHAST’s policy that:
 - a) All positions will have a clear set of guidelines about appropriate behaviour and conduct.
 - b) Participants in designated categories shall be screened using PRCs, VSSs and the Screening Disclosure Form. There will be no exceptions.
 - c) Failure to participate in the screening process as outlined in this policy shall result in ineligibility of the individual for the staff or volunteer position.

- d) PHAST shall not knowingly place in a designated category an individual who has a conviction for a **‘relevant offence’**, as defined in this policy. However, where the Screening Committee is of the opinion that, notwithstanding a conviction for a relevant offence a person can occupy a position in a designated category without adversely affecting the safety of PHAST, an Athlete or Participant of PHAST, through the imposition of such terms and conditions as are deemed appropriate, the Screening Committee may approve a person’s participation in a designated category.
- e) If a person in a designated position subsequently receives a conviction for, or is found guilty of, a relevant offence, they shall report this circumstance immediately to the PHAST executive.
- f) If a person in a designated position provides falsified or misleading information, that person will immediately be removed from their designated positions and maybe subject to further discipline in accordance with the PHAST’s *Discipline and Complaints Policy*.

Procedure

- 8. Each person subject to this policy shall obtain and submit, a PRC and VSS from their local Police Service or by using the online services of Hire Performance, the Screening Disclosure Form and a letter of good standing from the person’s previous competitive swimming organization in the case of a transfer from out of province or country to PHAST.
- 9. The PRC, VSS, Screening Disclosure Form and letter of good standing, if required, shall be submitted to the President of PHAST, in an envelope marked “Confidential”.
- 10. Participants who do not submit a PRC, VSS, Screening Disclosure Form and letter of good standing, if required, shall receive a notice to this effect and shall be informed that their application will not proceed until such time as the PRC, VSS, Screening Disclosure Form and letter of good standing, if required, is or are received.
- 11. The President shall receive and review all PRC’s, VSS’s Screening Disclosure Forms, and letters of good standing, and shall determine whether the individual’s PRC, VSS, Screening Disclosure Form, and letter of good standing, reveal a relevant offence. If the President confirms that the individuals’ PRC, VSS, Screening Disclosure Form, or letter of good standing, if submitted, reveals a relevant offence, the President shall engage the PHAST executive.
- 12. Subsequent to its review of a PRC, VSS, Screening Disclosure Form or letter of good standing, the PHAST executive, by majority vote, will:
 - a) Approve an individual’s participation in a designated category; or
 - b) Deny an individual’s participation in a designated category; or
 - c) Approve an individual’s participation in a designated category subject to terms and conditions as the PHAST executive deems appropriate.
- 13. If an individual’s PRC, VSS, Screening Disclosure Form or letter of good standing, does not reveal a relevant offence; the President shall notify the PHAST executive that the individual is eligible for the volunteer or staff position.
- 14. If an individual’s PRC, VSS, Screening Disclosure Form or letter of good standing, if required, reveals a relevant offence; the PHAST executive shall render its decision and provide notice of its decision in accordance to paragraphs 16.

15. Where the executive denies an individual's participation in a designated category or approves an individual's participation in a designated category subject to terms and conditions, the reasons for such decision shall be provided, in writing, to the designated member.
16. The decisions of the executive are final and binding and shall be effective upon notice being sent to the individual by registered mail to his/her last known address on record with PHAST.
17. Nothing in this policy shall prevent an individual from re-applying for a staff or volunteer position with PHAST at some point in the future, and submitting a new PRC, VSS and Screening Disclosure Form and letter of good standing, if required.
18. PRCs and VSSs are valid for a period of three years and Screening Disclosure Forms must be completed on an annual basis. Notwithstanding this, the executive may request that a staff person or volunteer in a designated category provide a PRC, VSS or Screening Disclosure Form to the executive for review and consideration. Such request shall be in writing and shall provide the reasons for such a request.
19. If a person has been screened and approved by an SNS Club, the SNS Club shall confirm in writing to the president such approval and not require a second screening.

Relevant Offences

20. For the purposes of this Policy, a '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 offence involving the use of a motor vehicle, including but not limited to speeding or impaired driving; or
 - ii. Any violation 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; or
 - 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 involving a Minor or Minors; or
 - iii. Any offence involving theft or fraud.

Records

21. PHAST shall retain copies of PRCs, VSSs and Screening Disclosure Forms.

