



Policy Title:	<b>Police Records Checks Policy</b>	Policy No: <b>SSO 1-15</b>
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## Purpose

Police records checks are an important part of the screening process to determine suitability of employees, board members, volunteers and other service providers. Police records checks can mitigate risk of theft and fraud, and can help organizations identify individuals who pose a risk to children or vulnerable people.

Synchro Swim Ontario is responsible, at law, to do everything reasonable to provide a safe and secure environment for participants in its programs, activities and events. Requiring that valid police records checks be submitted, as part of the screening process, is part of this duty of care.

## Application of This Policy

This policy applies to Synchro Swim Ontario and its club members.

## Definitions

Police Records Check – A search of the Canadian Police Information Centre (CPIC) database, which is a compilation of police information and court decisions, as well as a search of the records held in the information database of a local police agency.

Vulnerable People – Vulnerable people are defined in the *Criminal Records Act* as persons who, because of age, disability, or other circumstances, whether temporary or permanent are:

- In a position of dependence on others; or
- 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.

This includes children, youth and people with physical, developmental, or other disabilities.

Vulnerable Sector Check – A search based on a name or gender and date of birth against the RCMP National Repository of Criminal Records, Pardoned Sex Offender Database and various other police databases.

## Valid Police Records Check

To be valid, a police records check must meet the following conditions:

- It must have been completed by a police service within the preceding six (6) months;
- It must be an original; and
- For individuals who work with or have unsupervised access to children or vulnerable people, it must include a vulnerable sector check.

## Synchro Swim Ontario's Requirements

All employees, board members, volunteers or other service providers who are in designated positions (see below) are required to provide a valid police records check.

Club members are responsible for ensuring that all individuals in designated positions have a valid police records check on file at the time they register their club for the current year.

### **Designated Positions**

- 1) The following designated positions are required to submit a police records check:
  - i) All board members;
  - ii) Any persons with access to sensitive personal or confidential information, or financial records or money;
  - iii) All officials.
- 2) The following designated positions are required to submit a police records check with a vulnerable sector check
  - i) Any coach over the age of 18 that coaches children or vulnerable people;
  - ii) Any persons involved in the delivery of developmental programs such as clinics or camps;
  - iii) Any persons affiliated with provincial teams; and
  - iv) Any persons appointed to accompany a team of swimmers under the age of 18 or other vulnerable people to a camp, competition or other event (e.g., chaperones).

### **Procedure**

Individuals must apply for and obtain, at their own expense, a police records check with or without a vulnerable sector check, as required. These must be processed at the local police station or at police headquarters where the individual lives. Individuals must submit two pieces of government-issued identification (one of which must have a photo), and complete any required paperwork.

Fingerprinting may be required if there is a match with the individual's gender and date of birth.

Police records checks are valid for a period of five (5) years. Where an individual has provided a valid police records check within the past five (5) years to Synchro Swim Ontario or a club member, Synchro Swim Ontario or another club member may confirm that the results were satisfactory and not require a second screening.

Individuals who are not affiliated with a club member must forward the original copy of their police records check to the Synchro Swim Ontario office, to the attention of the Executive Director. All other individuals that are affiliated with a club member should present the document to their respective club.

### **Refusal to Comply**

An individual that refuses to consent to a police records check is ineligible for the designated position.

### **Relevant Offences**

An individual with a police records check that reveals a relevant offence is ineligible for the designated position.

A relevant offence is any of the following offences for which pardons have not been granted:

- 1) 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; or
  - iii) Any offence involving conduct against public morals.
- 2) 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.
- 3) 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 theft or fraud.

Where an individual's police records check reveals a relevant offence, the organization will provide notice to the individual in writing (including by email) that they are ineligible for the designated position. A written record of this communication should be retained.

### **Privacy and Records**

The results of a police records check can disclose sensitive personal information and must be treated as confidential. Synchro Swim Ontario and club members must designate one person in a position of authority to review these documents (e.g., the Executive Director, club President or board member responsible for human resources related matters). When presented with a police records check, this person should make a written record that they have reviewed it and that it was satisfactory or revealed a relevant offence together with any other communication.

The original copy should always be returned to the person submitting the document.

Organizations that choose to retain a photocopy of a police records check on file must ensure that the information remains confidential and proper security measures are in place.