

Optimist Club of Oakridge Acres Inc.

Policy Number 3

Policy on Volunteers with Criminal Records or Concerns Raised as the result of a Vulnerable Persons Volunteer Police Check

Date Approved:

President:

Secretary:

1. Purpose

The purpose of this policy is to recognize our significant responsibilities with respect to our vulnerable clients and to provide direction to Committees of the Club as they select the most suitable volunteers to deliver services to the community.

2. Definitions

- a. Club – The Optimist Club of Oakridge Acres Inc.
- b. Committee – Any authorized and recognized committee of the Club
- c. Participants – Any person directly or indirectly involved in an approved activity in the capacity of competitor, observer, athlete, coach, assistant coach, practice volunteer, trainer, manager, parent, official, spectator, employee, Committee Member or Club Member or any other person present or involved in the activity.

3. Recognition of Duty of Care

- a. The Club recognizes that it has a duty of care to its clients, to staff and to the community. Acceptance of this duty will be reflected in all of the organization's programs, services, and activities, as well as in its policies and procedures.
- b. The Club recognizes that some of the positions in the organization are of significant trust and risk.

4. Persons applying for and undertaking positions that are determined to be of higher risk will be subject to more intense initial and ongoing screening and supervision than individuals in positions of lesser risk.

5. The Club has the right to require persons applying for positions of higher risk to submit a Vulnerable Persons Volunteer Police Check (VPVPC) as one element of the screening process.
6. A VPVPC shall be valid for a maximum period of four years.
7. In accordance with the Ontario Human Rights Code, the Club or any of its Committees shall not discriminate against any person on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or handicap.
8. Where a volunteer applicant has submitted a VPVPC and there is evidence that
 - a. They have a criminal code conviction(s), for which they have not been pardoned, or
 - b. They have a criminal charge(s) pending, or
 - c. The police service that prepared the VPVPC has some other concern about the suitability of the volunteer applicant,

the volunteer applicant will not be accepted for the position unless the conviction(s), charge(s) or concern(s) does not relate in a material manner to the position in question and does not present an unacceptable risk to the organization or the participants.
9. Any person accepted as a staff member or volunteer is obliged to inform the Chair of the Club's Volunteer Screening Committee if he or she is charged or convicted of any offence under the criminal code or under other provincial or federal statutes that relate in a material manner to the position held by the volunteer or staff member.
10. The Committee reserves the right and sole responsibility to select volunteers.
 - a. The Committee's decisions to accept or not accept a person as a volunteer or staff member must be based on objective reasons including past criminal conviction(s), pending criminal charge(s) or unacceptable past behaviours that are materially relevant to the position, a lack of qualifications or some other objective measure that indicate the unsuitability of the applicant.
 - b. Applicants for volunteer positions must possess the qualifications required for the position.