

SCREENING/SECURITY

The OKF, as the recognized provincial body for the sport of Karate in Ontario, provides a variety of services, activities and events for people of all ages. Among those are minor children and persons with disabilities, which are defined as “Vulnerable Persons” under the Police Records Check Reform Act, 2015 (“The Act”). The OKF has a duty, and imposes a duty on OKF Member Clubs, to protect Vulnerable Persons within the OKF. Accordingly, the OKF shall follow the Act in screening all persons who wish to volunteer or participate at any OKF activities, as defined below, to ensure the safety and well-being of Vulnerable Persons. This policy is intended not only for Individuals involved in the organization and running of the OKF, but also as a guide for Club Members. It is good practice for the Club Members to follow this policy to prevent placing the wrong people in a position of trust and authority in proximity with a vulnerable person or persons. In the future, the OKF may mandate that all Clubs perform screenings of their personnel.

1. Purpose

- 1.1 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. The OKF is responsible at law, to do everything reasonable to provide a safe and secure environment for participants in its programs, activities and events.
- 1.2 This Policy is one of several policy tools that the OKF will use to fulfill its’ commitment to provide a safe environment and to protect its Members and Participants from harm.
- 1.3 The purpose of screening is to identify individuals within the OKF who pose a risk to its Members and Participants, particularly Vulnerable Persons.

1. Policy Statement

- 2.1 Not all individuals associated with the OKF will be required to undergo screening through a Criminal Record Check (“CRC”), Vulnerable Sector Check (“VSC”) and Screening Disclosure Form, as not all positions pose a risk of harm to the OKF or to its Members or Participants. The OKF will determine, on a case-by-case basis with respect to the position within the organization, which designated categories of individuals will be subject to screening.
- 2.2 For the purposes of this policy, ‘**designated categories**’ are those classes of persons who work closely with athletes and/or Vulnerable Persons and who occupy positions of trust and authority within the OKF. Such designated categories include, but are not limited to:
 - a) All individuals in paid staff positions;
 - b) All board members;
 - c) All coaches;

- d) Any persons appointed to accompany an OKF team to an event or competition whether as a coach, manager, chaperone, driver or official in another role.

2.3 It is the OKF's policy that:

- a) Individuals in designated categories will be screened using CRCs or VSCs, as applicable, and the Screening Disclosure Form. There will be no exceptions.
- b) Failure to participate in the screening process as outlined in this policy will result in ineligibility of the individual for the staff or volunteer position.
- c) The OKF will 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 Risk Management Police Records Check 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 the OKF, an athlete or member of the OKF, through the imposition of such terms and conditions as are deemed appropriate, the Risk Management Police Records Check Committee may approve a person's participation in a designated category. That approval shall go to the Board of Directors, who shall make the final approval.
- d) 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 OKF. Failure to report this supplemental information shall subject the person to sanctions under the Discipline Policy.
- e) 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 OKF's Discipline Policy.

2. **Risk Management Police Records Check Committee**

- 3.1 The implementation of this policy is the responsibility of the Screening Committee of the OKF; a committee of three to five persons appointed by the OKF Board of Directors. The OKF Board of Directors will ensure that the members appointed to the Screening Committee possess the requisite skills, knowledge and abilities to accurately assess CRCs, VSCs and Screening Disclosure Forms and render decisions under this Policy. Quorum for the Risk Management Police Records Check Committee will be two (2) members.
- 3.2 The Board of Directors 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, the Board of Directors, at its sole discretion, will appoint a replacement member.
- 3.3 The Screening Committee will carry out its duties, in accordance with the terms of this policy, independent of the OKF Board of Directors. However, the Committee shall be accountable to the Board and report to the Board.

3.4 The Screening Committee is responsible for receiving and reviewing all CRCs, VSCs and Screening Disclosure Forms and, based on such reviews, making decisions regarding the appropriateness of individuals filling positions in designated categories within the OKF programs. 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.

3. Procedure

4.1 Any person who wants to volunteer for one of the designated categories shall submit an application, as may be required, to the Committee. The Committee shall review the application and determine whether the person is qualified. If so, the Committee shall notify the person whether a CRC or a VSC is required.

4.2 Pursuant to the Act and this Policy, each person subject to this policy shall obtain and submit to the Committee a CRC or VSC from their local Police Service, the Screening Disclosure Form and a letter of good standing from the person's current Club or previous Club in the case of a transfer from out of province or country to the OKF. In order to have the CRC or VSC performed, the person will need to submit the requisite form as per the Act and pay the fee that is required. This shall be at the sole expense of the person applying for the volunteer position and OKF will not reimburse these fees.

4.3 The Screening Disclosure Form shall set forth the reasons for the disclosure of personal information, as per the Privacy Policy and PIPEDA, as well as how the information will be used and safeguarded.

4.4 As per the Act, the person who requests the CRC or VSC will receive from the police the report first. After receiving the report, the person shall submit the CRC or VSC, Screening Disclosure Form and letter of good standing to the Screening Committee, c/o the OKF at its head office in an envelope marked "Confidential".

4.5 Individuals who do not submit a CRC or VSC, Screening Disclosure Form and letter of good standing will receive a notice to this effect and will be informed that their application will not proceed until such time as the required items are received.

4.6 The Screening Committee will receive and review all CRCs, VSCs Screening Disclosure Forms, and letters of good standing received and determine whether the individual's information reveal a relevant offence.

4.7 Subsequent to its review of a CRC, VSC, Screening Disclosure Form and letter of good standing, the Screening Committee, 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 Risk Management Police Records Check Committee deems appropriate.
- 4.8 If an individual's CRC, VSC, Screening Disclosure Form and letter of good standing does not reveal a relevant offence, the Screening Committee will notify the OKF Executive Director that the individual is eligible for the volunteer or staff position. After providing notice, the Screening Committee will return the original CRC or VSS, Screening Disclosure Document and letter of good standing, while maintaining a copy in a secure location for the designated period of three (3) years.
- 4.9 If an individual's CRC or VSC, Screening Disclosure Form and letter of good standing reveals a relevant offence, the Screening Committee will render its decision and provide notice of its decision. After providing notice, the Screening Committee will return the original CRC or VSC, Screening Disclosure Document and letter of good standing, while maintaining a copy in a secure location for the designated period three (3) years.
- 4.10 Where the Screening Committee 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 will be provided, in writing, to the designated member, and a copy of this decision will be provided to the OKF.
- 4.11 The decisions of the Screening Committee are final and binding and will be effective upon notice being sent to the individual by e-mail to his/her last known email address on record with the OKF. This decision shall not be appealable.
- 4.12 Nothing in this policy will prevent an individual from re-applying for a staff or volunteer position with OKF at some point in the future, and submitting a new CRC or VSC and Screening Disclosure Form and letter of good standing.
- 4.13 CRCs and VSCs are valid for a period of three (3) years and Screening Disclosure Forms must be completed on an annual basis. Notwithstanding this, the Screening Committee may request that a staff person or volunteer in a designated category provide a CRC or VSC or Screening Disclosure Form to the Screening Committee for review and consideration. Such request will be in writing and will provide the reasons for such a request.
- 4.14 All persons in a designated category shall notify the Committee immediately if they are found guilty of the relevant offences or have been charged with a relevant offence that involves a Vulnerable Person, as defined by the Act.

4. Relevant Offences

- 5.1 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 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
- c) If imposed at any time:
 - i. Any offence involving the possession, distribution, or sale of any child-related pornography;
 - ii. Any sexual offence; or
 - iii. Any offence involving theft or fraud.
 - iv. Any offence involving a Vulnerable Person

5. Records

- 6.1 The OKF Screening Committee will retain copies of CRCs, VSCs and Screening Disclosure Forms, for the period of time they are considered valid. The OKF may also retain written records of communication and with individuals whose CRCs, VSCs or Screening Disclosure Forms indicate a relevant offence, as well as copies of its decisions and written reasons for decisions. 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.

6. Review

- 7.1 OKF will review this policy and procedures on an annual basis, or as required, and will make necessary adjustments to ensure that it meets the needs of all Participants, while focusing on protecting Vulnerable Persons.