



Canadian Adaptive Snowsports (CADS)

Criminal Record Check and Vulnerable Sector Check Policy

Purpose

This policy affirms CADS' belief in the provision of a safe training and competition environment for youth and vulnerable persons. This policy outlines the requirements for all employees and volunteers within the national and member organizations to obtain criminal record and vulnerable sector checks.

Principles

As part of the CADS national mandate, vision and mission, mandatory background screening for CADS members who have been assigned responsibilities and or who are in positions of authority, including employees and volunteers, has been established to ensure a safe environment for youth and vulnerable persons is provided. Mandatory background screening contributes to the selection of safe, honest and ethical individuals reducing the potential risk to students, volunteers, employees and employers.

Policy Statement

CADS mandates the application of this policy to all employees and volunteers of the national and member organizations. Each organization will institute criminal record and vulnerable sector checks within their organizations as part of the screening process for employees and volunteers. This will be updated every three years.

Procedure

- i. **How to Obtain Criminal Record and Vulnerable Sector Checks**
A standardized letter (see Appendix) or form will be available for the applicant to request criminal record and vulnerable sector checks on behalf of the member organization. The applicant will present this letter to the local/provincial police force or RCMP and pay the required fee. Upon completion the applicant will obtain the completed form and submit to their member organization.
- ii. **Access to Results and Management of Forms**

CADS and member organizations will review the completed forms as part of the selection process to ensure that the checks are clear. The completed forms will be kept on file in strict confidence. *Public Safety Canada, The Screening Handbook, 2012 ed.

Appendix 1

Sample Letter of Request for Criminal Record and Vulnerable Record Checks

To Whom It May Concern,

The bearer of this letter has applied to be a volunteer (or employee) in the (member organization) adaptive snow sports program. We have asked our volunteers (or employees) to obtain a Criminal Record Check. As we are working with students with disabilities, please include a vulnerable sector check.

If you have any questions about this request, please do not hesitate to contact me at (phone number) or via (e-mail email address). Thank you for your assistance.

Regards,

Name/Position of Executive Director

Member Organization