



CADS National Criminal Record Check Policy

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Criminal Record 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 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 checks within their organizations as part of the screening process for employees and volunteers. This will be updated every three years and for years between checks it is required to sign an attestation of good character in Snowline.

Procedure

- i. How to Obtain Criminal Record Checks**
 - a) A standardized letter (see Appendix) or form will be available for the applicant to request criminal record 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.
 - b) The member can choose the free service if available that is offered by their Club/Division
 - c) A member can choose the option for the paid service with Sterling Backchecks for the Enhanced Police Information Check (E-PIC).

- ii. Management of Forms and Volunteer Screening**
 - a) 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.
 - b) All clubs must follow the Volunteer screening guideline that has been produced by CADS.

Appendix 1

Sample Letter of Request for Criminal 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.

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