

SPECIAL OLYMPICS BC POLICY MANUAL

Section: **ADMINISTRATION**
Policy: **Volunteer Screening & Registration**
Effective Date: April 2002
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Special Olympics BC is a volunteer-based organization and we depend on the efforts, time, skills, and judgment of volunteers to fulfill our mandate to assist individuals with intellectual disabilities. Individuals with intellectual disabilities have special needs and vulnerabilities that require specific attention and care. Accordingly, Special Olympics BC is seeking to ensure that persons who serve as volunteers within our organization are appropriate for the task that they will perform. Above all, we must strive to ensure the safety and well-being of all those involved in programs, to uphold the integrity of the organization, and to offer programs of the highest quality. These high standards may result in some prospective volunteers being denied positions with our organization.

The following guidelines will ensure that appropriate efforts are being made to screen potential volunteers as to their suitability for Special Olympics BC programs.

1. All individuals who apply for a volunteer position with Special Olympics BC (Applicants) must complete the Special Olympics BC volunteer application and disclose all criminal offences with which they have been convicted or charged. It shall be at the sole discretion of the Board of Directors of Special Olympics BC, or its designate, as to whether an Applicant who has been convicted or charged of a criminal offence is to be accepted as a volunteer with the organization. Any Applicant who has previously been convicted of, or is currently charged with, any criminal offence listed on Schedule 1 will not ordinarily be accepted as a volunteer.
2. It is the responsibility of any person who has been accepted and is serving as a volunteer of Special Olympics BC to immediately inform the President and CEO of Special Olympics BC in the event such person is charged with any criminal offence and of the circumstances surrounding such charge. The President and CEO shall then determine if that person may continue to volunteer or if he or she must withdraw until such time as their charge is dealt with. Should the person be convicted of a criminal offence, a decision will be made as to that person's future eligibility as a volunteer with Special Olympics BC.
3. Prior to volunteering, all new applicants must submit the required authorization and/or paperwork to the appropriate screening agency to complete a Police Information Check – Vulnerable Screening (PIC-VS). Until the results of that screening are provided to Special Olympics BC, and provided that the applicant meets all requirements to volunteer, the applicant may not volunteer for the organization. Every applicant will participate in a three-month probationary period, during which the applicant may not be in a sole position of authority. That is, an individual on probation must always be in the presence of other volunteers while coaching, in the presence of athletes, or handling money.
4. Youth between the ages of 16-18 who wish to volunteer must complete a Police Information Check – Vulnerable Screening.

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5. In many communities, the cost of a Police Information Check – Vulnerable Screening is free when being requested for volunteer purposes and providing the necessary paperwork. Special Olympics BC also participates in the Criminal Record Review Program, which allows checks to be submitted online using the BC Services Card App at no charge to the applicant. In circumstances where there are costs for completing the PIC-VS, applicants may apply to their Local to be considered for reimbursement if the Applicant is accepted as a volunteer.
6. Special Olympics BC reserves the right to request any Applicant or any volunteer with Special Olympics BC to complete a Police Information Check – Vulnerable Screening at any time.
7. In addition to completing a Police Information Check – Vulnerable Screening all Applicants must provide references and be interviewed.
8. An appointed person from the Local (i.e. Volunteer Coordinator) will contact all references and follow the Special Olympics BC reference check template and arrange for an interview.
9. After the completion of the reference checks and interview, and once the applicant has submitted a clear & completed Police Information Check – Vulnerable Screening, the Volunteer Coordinator will, subject to the foregoing, make a decision regarding the placement of the applicant.

Once the application process is complete, applicants will have a current and active profile in the portal (SOBC database) with all the necessary information provided and volunteer roles assigned.

If the applicant does not meet Special Olympics BC screening standards with respect to PIC-VS, Special Olympics BC Provincial Office will notify the applicant directly. In all other cases, if the applicant does not meet other Special Olympics BC requirements, the Volunteer Coordinator must inform the applicant that their services are not required at this time.

10. All volunteer placements will be subject to a three-month probationary period. If, during this period, the volunteer's performance is less than acceptable the volunteer will be informed that his or her assistance will no longer be required and the reasons for this decision.
11. After the completion of the three-month probationary period, the volunteer will continue to be subject to all other applicable Special Olympics BC policies, philosophies and practices.
12. Family members/guardians who participate in the Active Start or FUNdamentals program as a one-on-one with their child are exempt from this policy providing that their involvement is restricted to interacting in these programs with their child. If their involvement extends past

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this role, such as to leading a program or volunteering elsewhere in the association, they must complete all requirements of this policy.

Relevant Criminal Offences

Persons convicted of, or currently charged with, the following sections of the Criminal Code (Canada) or the Controlled Drugs and Substance Act (Canada) will not ordinarily be accepted as volunteers:

Criminal Code (Canada)

Section: Offence:

151	Sexual Interference
152	Invitation to Sexual Touching
153	Sexual Exploitation
153.1	Sexual Exploitation of Person with a Disability
155	Incest
159	Anal Intercourse
160	Bestiality
161	Order of Prohibition
162	Voyeurism
162.1	Publication etc, of and Intimate Image without Consent
163.1	Child Pornography
170	Parent or Guardian Procuring Sexual Activity
171	Householder Permitting Sexual Activity
171.1	Making Sexually Explicit Material Available to a Child
172	Corrupting Children
172.1	Luring a Child
172.2	Agreement or Arrangement – Sexual Offence
173(1)	Indecent Acts
173(2)	Exposure
215	Duties of Persons to Provide Necessities
218	Abandoning Child
220	Causing Death by Criminal Negligence
221	Causing Bodily Harm by Criminal Negligence
229	Murder
235	Punishment for Murder
236	Punishment for Manslaughter
237	Punishment for Infanticide

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238	Killing Unborn Child in Act of Birth
239	Attempt to Commit Murder
240	Accessory after Fact to Murder
242	Neglect to Obtain Assistance in Child Birth
243	Concealing Body of Child
244	Discharging Firearm with Intent
245	Administering Noxious Thing
246	Overcoming Resistance to Commission of Offence
264	Criminal Harassment
264.1	Uttering Threats
266	Assault
267	Assault with a Weapon or Causing Bodily Harm
268	Aggravated Assault
269	Unlawfully Causing Bodily Harm
271	Sexual Assault
272	Sexual Assault with a Weapon, Threats to a Third Party or Causing Bodily Harm
273	Aggravated Sexual Assault
273.3	Removal of Child from Canada
279	Kidnapping / Forcible Confinement
279.011	Trafficking of a Person Under the Age of Eighteen Years
279.02 (2)	Material Benefit – Trafficking of a Person Under 18 Years
279.03 (2)	Withholding or Destroying Documents – Trafficking of a Person Under 18 Years
279.1	Hostage Taking
280	Abduction of Person under Sixteen
281	Abduction of Person under Fourteen
282	Abduction in Contravention of Custody Order
283	Abduction
286.1 (2)	Obtaining Sexual Services for Consideration from a Person Under 18 Years
286.2 (2)	Material Benefit from Sexual Services Provided by Person Under 18 Years
286.3 (2)	Procuring – Person Under 18 Years
346	Extortion
810	Where Injury or Damage Feared
810.1	Where Fear of Sexual Offence

Controlled Drugs and Substance Act (Canada)

Section: Offence:

5 Trafficking in Scheduled Substance

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6 Importation and Exportation of a Scheduled Substance
7 Production of a Scheduled Substance