



Policy on Police Vulnerable Sector Check

Sudbury Canoe Club
206 Ramsey Lake Road
Sudbury, Ontario

Policy

The Sudbury Canoe Club recognizes a legal responsibility to protect and act in the best interests of its participants by requesting a Police Vulnerable Sector Check on all potential employees, sub-contractors, and individuals performing volunteer duties in a position of authority or trust relative to vulnerable persons (children, youth; persons with disabilities, and the elderly).

A Police Vulnerable Sector Check (PVSC) will be a condition of employment, sub-contracting and for candidates performing volunteer duties. The Police Vulnerable Sector Check is required and is done so only for the purpose of assisting the Sudbury Canoe Club to determine the suitability of the potential candidates for employment, sub-contracting or volunteer duties responsible for the well-being of persons who, because of their age, disability, or other circumstances are at a greater risk than the general population.

A Police Vulnerable Sector Check needs to be completed on an annual basis and cannot be more than two (2) months old.

This policy sets out the requirements and procedures that apply when an individual will, as a result of their potential position, be required to undergo a PVSC.

Procedures

1. The candidate/volunteer shall be directed to the Greater Sudbury Police Service who will perform the Police Vulnerable Sector Check.
[http://www.gsps.ca/en/letushelpyou/resources/Lori_Killeen/3-PVSC - REC1507.pdf](http://www.gsps.ca/en/letushelpyou/resources/Lori_Killeen/3-PVSC-REC1507.pdf)

2. The candidate/volunteer will return the completed results of the Police Vulnerable Sector Check to the Sudbury Canoe Club Treasurer.
3. The Sudbury Canoe Club will reimburse the fee charged for the Police Vulnerable Sector Check.
4. Candidates/sub-contractors/volunteers with a criminal record shall not be automatically disqualified. The Vice Commodore and the Club Program Division Head shall review the circumstances surrounding the criminal record and consider the following factors where applicable:
 - The specific duties and responsibilities of the position in question and the relevance of the criminal charge(s) or conviction(s) to that position;
 - The length of time since the conviction(s)
 - The nature and gravity of the offence
 - The risk posed to vulnerable persons, S.C.C. property and equipment.
5. The Sudbury Canoe Club reserves the right to request further information at its discretion and with permission from the volunteer/sub-contractor or candidate. The Sudbury Canoe Club also reserves the right to terminate or refuse a volunteer/employee/sub-contractor if it is determined that a prior criminal activity places a participant in a vulnerable position.
6. All information surrounding the Police Vulnerable Sector Check, including the results will be kept confidential.
7. All current volunteers/employees/sub-contractors must inform the Club Program Division Head if a criminal investigation or charges are pending or underway. The Sudbury Canoe Club reserves the right to terminate volunteer activity/employment based on a current criminal investigation or charges.

Date of Policy:

Approved by the Board of Directors: June 2016