

DISTRICT A-15 VOLUNTEER SCREENING AND POLICE CHECK POLICY¹

PREAMBLE

It is the intention of Lions District A-15 that vulnerable persons be protected while participating in any activity of Lions Clubs International and/or District A-15, as authorized to be conducted in District A -15.

All Lions, Lioness, LEO Club members and volunteers participating in such an organised activity, unless otherwise explicitly exempted by the District A15 Cabinet, are bound by this Policy.

Event organisers, as appointed by the District Governor and approved by the District A-15 Cabinet, are charged with the responsibility of carrying out this policy.

Every reasonable effort will be made to ensure that the provisions of this policy are met.

DEFINITIONS

District Police Check Gatekeeper – An individual, whose appointment shall be recommended on an annual basis by the District A-15 Governor and ratified by the District A-15 Cabinet, who shall fulfill such responsibilities with respect to the administration of this policy as are separately defined by the District A-15 Cabinet.

Police Check – A check, valid for a three year period, consisting of one or more of the following specific checks available: Police Criminal, Police Information, and Police Vulnerable Sector.

Police Check Service Provider - An organization with which the District A-15 Cabinet has arranged to provide Police Check related services as defined by the District A-15 Cabinet.

Secure Storage of Police Checks - A mechanism approved by the District A-15 Cabinet allowing for the storage of returned Police checks for the duration of their validity in a manner that satisfies privacy concerns and permits access, with the written authorization of the applicant, by the District Police Check Gatekeeper.

Vulnerable Person - A person who, because of their age, a disability or other circumstances, whether temporary or permanent, is:

- a. in a position of dependence on others
- b. otherwise at a greater risk than the general population of being harmed by a person in a position of authority or trust relative to them

¹ Adopted June 23rd, 2014

VOLUNTEER SCREENING

1. All persons applying to participate in sanctioned Lions Clubs International and District A-15 activities as covered by this policy;
 - a. shall provide a Police Check acquired from the the currently approved District A-15 Police Check Service Provider,
 - b. shall authorize the secure storage of their returned Police Check for the duration of its validity as separately defined,
 - c. may be subject to a personal interview by a Lions member committee of at least 3 members as appointed by the District Governor,
 - d. may be required to submit a list of three references. It is understood that these references may be contacted in the course of evaluating the applicant.
2. It shall be the responsibility of the activity organiser(s) to provide applicants with the details on the current Police Check application process as established and maintained by the District Police Check Gatekeeper.
3. Individuals with outstanding Criminal Code convictions or charges pending for certain offences shall not be eligible to participate in Lions Clubs International and District A-15 sanctioned activities. The offenses include but are not limited to:
 - a. Part VIII Criminal Code-Offenses against Persons
 - b. All forms of assault including, but not limiting the generality of the foregoing, sexual assault, assault with a weapon, threats to a third party or causing bodily harm and aggravated assault
 - c. Sexual Exploitation
 - d. Sexual Interference
 - e. Sexual Touching
 - f. Child Pornography
 - g. Current prohibitions or prohibition orders forbidding the individual to have contact with children under the age of 14
 - h. Using a firearm in the commission of any offence
 - i. Impaired driving and included offenses.
4. It is the responsibility of any person required to produce a Police Check by virtue of this policy to disclose or authorize the disclosure of any charge or conviction of any offence listed in this policy to the activity organiser(s).
5. It shall be the responsibility of the activity organiser(s) to determine whether or not a person applying to participate in sanctioned Lion Clubs International and District A-15 activities as covered by this policy is ineligible on the basis of the results of their Police Check, or any reference checks or interviews conducted.
6. A Police Check shall be consider valid for 3 years from the date of receipt however on-going participants shall be required to submit a copy of the Applicant Declaration included as part of this policy document on an annual basis.

RIGHT OF APPEAL

Individuals rejected, as participants in activities governed by this policy, shall have the right to appeal the decision to a 3-member panel as appointed by the District Governor. The appeal request must be submitted in writing to the Cabinet Secretary and be accompanied by a fee in the form of a bank draft or certified cheque made payable to District A-15 in the amount of \$100.00. If the appeal is successful the \$100 fee will be refunded. The decision of this panel shall be final.

ANNUAL AND INTERIM DECLARATIONS

In some cases acquisition of a Police Check before the commencement of a Lions Clubs International or District A-15 sanctioned activity governed by this policy may not be possible. In that event the District Governor (or the Lions member designated by the District Governor) shall refer to the interview with the applicant, the results of references provided and any other source of information to which they wish to refer. Before being permitted to participate, the applicant must show proof that they have made application for a Police Check as required under this policy and, as an interim measure, sign the Applicant Declaration included as part of this policy document.

Holders of a current Police Check must, on the first and second anniversary of acquisition, sign the Applicant Declaration as well.

IMPLEMENTATION

It shall be the responsibility of the District Cabinet to implement this policy and see that its provisions are adhered to. Every Lion appointed to oversee any District Sanctioned Activity involving Vulnerable People shall be provided with a copy of this Policy Document and, upon demand, provide the Cabinet Secretary with proof that it was followed in selecting volunteers.

FUNDING

The cost associated with the mandated acquisition of a Police Check as required under this policy shall be a District A-15 budgeted expense.

COMPLIANCE FOR NON-LIONS CLUBS INTERNATIONAL OR DISTRICT A-15 ACTIVITIES

Organisers of non-Lions Clubs International or District A-15 activities may choose to comply with this policy and access any services provided under this policy as they wish provided that any costs associated with their doing so must be reimbursed to the District.

APPLICANT DECLARATION FORM

This form is to be used where a required Police Check has not yet been acquired and on the first and second year anniversary of a currently valid Police Check. Its use does not preclude timely acquisition of a current valid Police Check as required by this policy.

By signing this form I am guaranteeing that I have not been convicted of or have pending charges for:

Part VIII Criminal Code-Offenses against Persons

All forms of assault including, but not limiting the generality of the foregoing, sexual assault, assault with a weapon, threats to a third party or causing bodily harm and aggravated assault

Sexual Exploitation

Sexual Interference

Sexual Touching

Child Pornography

Current prohibitions or prohibition orders forbidding the individual to have contact with children under the age of 14

Using a firearm in the commission of any offence

Impaired driving and included offenses.

Where the activity is taking place largely in a public location I agree to always have another adult present at all times while interacting with one or more children or vulnerable persons.

Surname: _____ Given Name: _____

Given Middle Name(s): _____ Sex: _____

Date of Birth (YYYY/MM/DD): ____/____/____ Place of Birth: _____

Address: _____

Previous Address (if any) within last 5 years: _____

Signed: _____

Date: _____