



fédération de netball amateur du québec quebec amateur netball federation

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CRIMINAL RECORD VERIFICATION POLICY

A criminal record check will show whether a person has either an outstanding charge or a conviction under federal law.

How it works

A flow chart of the volunteer criminal record check process is provided on a separate page.

Each organization will be responsible for asking every successful applicant to provide written consent for a criminal record check. Only “high risk” volunteers should be subject to a criminal records check. The QANF will determine a volunteer’s risk to participants.

The QANF cannot place an individual who does not consent to a criminal record check. A current volunteer who does not give consent must not work with participants. New volunteers may be placed and current volunteer coaches may stay in their regular positions while the criminal record check is being processed as long as the other screening measures have been completed and the volunteer has been cleared thus far.

A Designated Person from the QANF will submit the completed consent forms to the relevant police agency (See step 2 on the chart). The Designated Person must sign an Oath of Confidentiality to ensure the privacy rights of the applicant are protected. The Designated Person must also undergo a complete Criminal Records Check. It is preferred that the Designated Person has a background in law enforcement or the judiciary.

The police agency will process the information through the Canadian Police Information Centre and return the results to the Designated Person (See steps 3 and 4).

- If a check does not reveal a record, the Designated Person will tell the QANF that no relevant record exists (See step 4a).
- If there is a record, the Designated Person compares the offence information to relevant offences named in Schedule I & II.
- If the record is not considered relevant under the *Act*, the QANF will be informed that no relevant record exists.
- If the check does reveal a record the *Act* lists as relevant, the volunteer will be asked to provide fingerprints so that the police can confirm the person’s identity. (Step 4b).
- Designated Person receives the fingerprint results from the police (See step 5).
- If the identity is confirmed, the Designated Person will inform the QANF and applicant that there is a relevant record and that the applicant’s services are not required (See step 6b).

- If the fingerprints do not match those on the record, the QANF will be informed that no relevant record exists. (See step 6b).
- The Designated Person then stores the record of rejected applications in a locked filing cabinet. (See step 7).

The QANF must then ensure that the volunteer is **removed from or never placed** in a position where he or she works with or has unsupervised access to participants. (See step 8)

New Charges and Convictions

If a volunteer who works with participants is charged or convicted of a relevant offence after a criminal record check has been completed, the volunteer must promptly report the conviction to the QANF.

Any volunteer that has been charged with a criminal offense(s) amongst the lists of Relevant Offenses may be temporarily suspended from its relationship with the QANF or from participating in any QANF activities for an appropriate length of time determined by the QANF Executive having regard to:

- a) the seriousness of the incident(s);
- b) the length of sentence imposed in the criminal proceeding, if any;
- c) the member's prior behaviour; and
- d) any other relevant circumstance.

Any volunteer convicted of a criminal offense(s) listed under the Relevant Offenses shall be automatically suspended from participating in any and all activities of the QANF for an appropriate length of time determined by the QANF Executive having regard to:

- e) the seriousness of the incident(s);
- f) the length of sentence imposed in the criminal proceeding, if any;
- g) the member's prior behaviour; and
- h) any other relevant circumstance.

Protection of Privacy

This policy balances the right of participants to be protected against the rights of individuals provided under the *Canadian Charter of Rights and Freedoms*.

Refusal to Comply

- If a current volunteer refuses to consent to a criminal record check, the individual cannot continue to participate.
- If a new volunteer refuses to consent to a criminal record check, the person will be refused placement.

QANF Volunteer Criminal Record Check Process

