

WNS CRIMINAL RECORD CHECK POLICY

CRIMINAL RECORD CHECK & CHILD ABUSE REGISTRY CHECK

1. Coaches, Team Managers, Officials and Chaperones registered with WNS who coach/officiate/chaperone athletes 19 years of age or younger **must** submit to a *Criminal Record Check (including a Vulnerable Sector Check)* **and** a *Child Abuse Registry Check* every **two** (2) years no later than November 1st.
2. Failure to provide a Criminal Record and/or Child Abuse Registry Check could result in the individual being suspended from coaching, officiating or acting as a chaperone.
3. Applicants are responsible for any costs associated with obtaining the record checks.

CONFIDENTIAL FILE

1. WNS Secretary will provide the PSO Administrative Coordinator with a list of coaches, team managers, officials and chaperones registered with WNS by November 1st of each year.
2. Criminal Record & Child Abuse Registry Checks will be sent directly to the PSO Administrative Coordinator at Sport Nova Scotia by each Applicant.

*PSO Administrative Coordinator
Sport Nova Scotia
5516 Spring Garden Road
Halifax, Nova Scotia B3J 1G6*

3. The PSO Administrative Coordinator shall protect the personal information contained in the confidential file by making reasonable security arrangements against such risks as authorized access, collection, use, disclosure or disposal.
4. The PSO Administrative Coordinator will notify WNS President of any record checks not received by November 1st of each year. WNS President will follow up with individuals who have not provided the record checks.

Policies

1. The following types of offences obtained by the Criminal Record and/or Child Abuse Registry Check will require further investigation and possible action: convictions and allegations of such offences as sexual assault, sexual abuse, and physical abuse to a minor, drug trafficking and weapons possession (but not necessarily limited thereto). Pardoned offences will also be reviewed by an appointed "WNS Internal Volunteer Screening Officer".
2. One (1) person who is not currently serving on any WNS Boards or Committees (preferably a police or RCMP officer or professional occupation) will be appointed by WNS to act as "WNS Internal Volunteer Screening Officer".

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3. Two (2) people will be appointed by WNS to serve along with the “WNS Internal Volunteer Screening Officer” which will be called the “Volunteer Screening Assessment Committee”.
4. When the “WNS Internal Volunteer Screening Officer” makes a decision to allow a person to continue working/volunteering with WNS or one of its members after having received pertinent information contained in Criminal Record and/or Child Abuse Registry Check regarding an Applicant, the “Volunteer Screening Assessment Committee” will meet and discuss and either accept or reject the WNS Internal Volunteer Screening Officer’s recommendation.
5. Each case will be reviewed independently, fairly and in a timely manner.

Procedures

1. Applicants can obtain a Criminal Record Check (including a Vulnerable Sector Check) through local RCMP detachments.
2. Applicants can obtain Child Abuse Registry Checks through Department of Community Services.
[http://novascotia.ca/coms/families/abuse/documents/CAR-4001 Request for Search Form A.pdf](http://novascotia.ca/coms/families/abuse/documents/CAR-4001_Request_for_Search_Form_A.pdf)
3. Applicants will send a copy of their Criminal Record Check & Child Abuse Registry Check to the PSO Administrative Coordinator at Sport Nova Scotia.

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4. If no further investigation regarding an individual record check is required, the records will be kept on file by the PSO Administrative Coordinator at Sport Nova Scotia.
5. If a record check is “flagged” as a potential risk to WNS or one of its members, the PSO Administrative Coordinator will contact the “WNS Internal Volunteer Screening Officer” within two (2) business days of receiving a “flagged” record check.
6. The “WNS Internal Volunteer Officer” will contact the Applicant within three (3) business days of being notified of the “flagged” record check by the PSO Administrative Coordinator. The Applicant will be asked if he/she wishes to remove himself/herself from coaching, officiating or acting as a chaperone with WNS or one of its members.
7. Should the Applicant wish to continue coaching, officiating or acting as a chaperone with WNS or one of its members, the Applicant will be asked by the “WNS Internal Volunteer Screening Officer” to declare details about what the charge is regarding.

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8. A decision will be by the “WNS Internal Volunteer Screening Officer” and the “Volunteer Screening Assessment Committee” within five (business days) of receiving detailed information regarding the charge from the Applicant, and the Applicant will be contacted in writing as to the decision of the Committee by the “WNS Internal Volunteer Screening Officer” with a copy to the WNS President.