



# POLICY MANUAL

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## Policy Statement

CADS Alberta accepts its responsibility to appropriately screen any person who will have access to vulnerable individuals. This is not only the right thing to do but it is legislated by law under "duty of care".

### 3.3.1 Screening Process

Screening practices are in place to:

- better match people`s skills and experience to the needs of the organization,
- improve the quality and safety of programs and services offered by CADS AB,
- reduce risks and liability for both members and the organization.

The screening process will be comprised of a variety of measures and may include a police record check. These processes will be communicated clearly and applied consistently with all potential staff and volunteers.

### 3.3.2 Risk Assessment

A Risk Assessment must be completed for each specific role to determine the appropriate level of screening.

The **Risk assessment** includes the following components:

- Participants: how vulnerable are the participants?
- Setting: where does the activity take place?
- Position: how much authority/control does the volunteer have over the participant?

The resulting risk levels can be categorized as:

- Low Risk: Individuals are not in a supervisory role or interacting one-on-one with vulnerable individuals.

- Medium Risk: Individuals are in a position that requires proof of specific qualifications or clean records.
- High Risk: Individuals involved in direct supervision of, regular one-on-one interaction with, and/or authority over a youth (18 years of age and under), and any other vulnerable sector, or cash management position.

### 3.3.3 Staff Screening Guidelines

All staff who work directly with participants including but not limited to:

- Program Director
- Executive Coordinator
- Other Staff Positions

The staff employed by the Association are the key personnel involved in the delivery of our programs across the province. The roles of the staff generally require them to develop relationships with the participants and volunteers, which may require the staff member to be alone and unsupervised with an individual and may require driving with participants and/or volunteers as passengers.

As a result, a high level of due diligence is crucial when interviewing and screening potential candidates for these positions.

The essential steps to be taken by CADS Alberta as an employer when completing the hiring process must include the following:

- a. A written resume with appropriate references included as requested. References should include a variety of sources including past employers, volunteer work, school and/or personal references. The employment history should be checked, and the verification documented to ensure accuracy.
- b. One or more interviews that provide an opportunity to talk to the potential staff about their background, skills, interests, and availability. The interview should also be an opportunity to explore any doubts about the suitability of the candidate.
- c. Follow up on references. A minimum of 2 references is recommended. By identifying the level of trust and the responsibilities of the position and by asking specific questions the applicant's suitability may be easier to determine.
- d. Police Information Check with a Vulnerable Sector Check - Even though Police Checks do not guarantee information, it is a valuable tool that allows individuals self-select into or out of the process. Individuals that require police checks as part of their screening procedure are required to update them per regional requirements.
- e. Driver's Abstract – This will deliver the safety record of the individual and is likely to be required by your insurers as well.
- f. CADS Alberta provides role specific training for all our member volunteer instructors. The training is sanctioned through the CADS National body and is delivered by certified CADS Course Conductors.

Screening is to be completed by a CADS Alberta Board Member and the President of the Board for core staff (Program Director and Executive Coordinator).

Additional staff roles can be screen by the Program Director, with approval from the CADS Alberta Board of Directors.

### **3.3.4 Volunteer Screening Guidelines**

The volunteers involved in our sport are integral to the operation of the clubs and the events. There is a large variety of volunteer roles with various levels of risk and contact with participants which would require different levels of screening. The guidelines for the various types of volunteers are as follows:

**1. Volunteers involved in instruction, coaching or supervision of participants:**

CADS Alberta and its Zone programs working with volunteers involved in these positions should follow the Screening Policy outlined above. A job description must be developed.

**2. Volunteers involved in positions of financial integrity:**

CADS Alberta and its Zone programs working with volunteers involved in these positions should follow the Screening Policy outlined above. A job description is recommended.

**3. Volunteers involved with events and committees:**

CADS Alberta and its Zone programs working with volunteers involved in positions of this type should ensure the volunteers have the appropriate training and familiarity with the task. If the skills and training are not known directly by the CADS Alberta executive and members, a resume should be requested, and references checked. It is useful to both volunteer and CADS Alberta to have a clear job description.

### **3.3.5 Orientation and Training**

All staff and volunteers will receive orientation and training, adapted to their specific role.

### **3.3.6 Support and Supervision**

Ongoing support and supervision are essential for all staff and volunteers in the program. Volunteers will be observed "at work", participants and/or parents will be surveyed on a regular basis and feedback will be provided to all volunteers as a result of the survey feedback.

Evaluation is done to:

- Ensure standard level of practice
- Improve the experience of the volunteer and participants
- Enrich individuals' experience
- Protect all participants