

Criminal Record Check Policy

The Saskatchewan Parks and Recreation Association (SPRA) operates a Group Insurance Program whereby SSFA purchases insurance coverage for:

- a) Commercial General Liability & Abuse Insurance, and
- b) Directors & Officers Liability insurance.

The SSFA Board approved the Code of Conduct policy on April 15, 2019 which refers to the actions and behavior of individuals engaged in activities of the organization. (Refer to item #59 of the P & P).

To obtain insurance coverage under the Commercial General Liability & Abuse Insurance Policy, the underwriter for AON requires that prior to the insurer offering abuse liability coverage, SSFA must confirm that criminal record checks have been done on volunteers. This confirmation is made when renewing the annual insurance coverage.

The underwriter defines Abuse as any act or threat involving molestation, harassment, corporal punishment or any other form of physical, sexual or mental abuse.

Vulnerable Sector Check

It should be noted that volunteers involved in SSFA activities do not have contact with the vulnerable and Vulnerable Sector Check does not apply.

Vulnerable members of society are defined in the Criminal Record Act as persons who, because of age, a disability, or other circumstances, whether temporary or permanent are:

- in a position of dependence on others or
- are 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.
- Some examples of positions involving members of the vulnerable sector are:
teachers, social workers, day-care workers, sport coaches and volunteers.

Criminal Record Check

The SSFA Board approved the *motion on March 11, 2021*, that volunteers obtain a Criminal Record Check prior to their involvement in activities for adults 50+ but not limited to this age group in some circumstances.

The SSFA President and the respective President of the District SSFA Committee will be responsible to ensure that appropriate volunteers have a Criminal Record Check. Requiring a Criminal Record Check needs to be clearly and reasonably related to bona fide requirement of the position and circumstances.

In some instances, depending on the position held, there may be no need for volunteers to obtain a criminal record check as there is no contact with competitors, etc. This will be at the discretion of the President.

The Criminal Record Check (document) would be valid for 5 years. In all cases, a copy of the Criminal Record Check file will be maintained by the SSFA Provincial Board Secretary.

Reimbursement of fees

The SSFA Board of Directors will be reimbursed for their payment of the criminal record check. The District SSFA Committee volunteers (including alternates to the SSFA Board) will be reimbursed by the District SSFA Committee.

Volunteer Letter

Volunteers will be required to submit a “volunteer letter” from the SSFA organization seeking assistance. This letter must be on original letterhead and must have an original signature from the SSFA representative. Volunteer letters must be dated, include the volunteer’s name and volunteer duties. If the required letter from the SSFA is not presented, then the normal application processing fees by the local police services or the RCMP will apply.

Frequency of Checks

Criminal record checks include information that is available to the police services at the time the check is being processed. There is no guarantee that the information will still be accurate and complete within a few months, weeks or even days. For this reason volunteers may be asked to repeat the process for new or existing positions. The SSFA is responsible for determining how often it has to be repeated.