



Police Records Check Volunteer Screening Policy

Approved May 10, 2006

Reviewed & Updated – November 2011

1. Purpose:

Pride Toronto relies on the efforts and commitment of volunteers to organize and manage Pride Toronto and the Pride Week Festival. We are committed to creating a safe and secure environment for everyone involved in our organization and festival. Therefore, we are instituting a police records check volunteer screening process to ensure that:

- Current and new volunteers in senior positions and that work directly with the vulnerable population, meet set standards directed at reducing the risk of abuse;
- Our services are managed in a safe, professional way;
- Our volunteers are involved appropriately and effectively;

2. Process:

- I. The Police Records Check (PRC) Policy applies to individuals in the following roles:
 - Board Members
 - Team Leads/Advisors
 - Family Pride Weekend Volunteers
 - Senior Safety & Security Volunteers (Team Members)
- II. The police records checks is completed as part of the volunteer screening process. The offer of a position is given upon the successful application of a position, pending the results of the police records check.
- III. PRC's must be processed for Existing Board Members and Team Leads. All new volunteers and volunteers renewing their term must complete a PRC when the new term has been approved. Senior Security, Beverage Garden Mangers and Family Pride festival volunteers will require an annual PRC before they commit to the new festival year.
- IV. Board Members and Team Leads will be required to annually sign an agreement, disclosing if they have any criminal charges pending or had a conviction since the time of the last PRC.
- V. The cost for processing these checks will be absorbed by Pride Toronto.
- VI. Pride Toronto has the right to request a signed waiver and PRC for a volunteer that is covered by this policy at any time during their term.

3. PRC Criteria:

- I. The following criminal convictions, unless pardoned, preclude an individual to sit as a Team Lead, Board Member, Senior Security, or Family Pride Festival volunteer.

Involving a Violent Act	Anyone who has been convicted of a violent crime against another person.
Involving a Weapons Offence	Anyone who has been convicted of a crime involving Weapons.

Involving Controlled Drugs and Substances	Anyone who has been convicted of dealing (selling).
Involving Alcohol	Anyone who has been convicted of crimes involving alcohol within the past five years.
Involving Theft without Violence	Anyone convicted of a crime involving theft over \$5000 Anyone convicted of theft under \$5000 within the past 5 years.
Involving Fraud	Anyone convicted of a crime involving fraud.
Involving Child Abuse	Anyone who has been convicted of abusing a child, physically, emotionally or sexually. Pardons do not affect this exclusion (Bill C-7)

- II. The following convictions although they do not immediately preclude someone from volunteering will require a meeting with the Executive Director and/or an interview with the review committee and a decision will be made based on the amount of risk that is deemed possible.

Anyone who has been convicted of crimes involving alcohol beyond the last 5 years.
Anyone who has been convicted of possession of controlled substances.
Anyone convicted of theft under \$5000 beyond the last 5 years.

4. Review of Offences

I. Review Committee

Offences that are not included in the above summary will be reviewed on a case by case basis by the Executive Director and brought to a review committee for a decision if deemed necessary. The review committee will be comprised of 2 Board Members and the Executive Director.

II. Summary Reports

In the case where a summary report is mailed to the applicant and the individual wishes to continue the application process; an original copy of the summary report must be presented to the Volunteer Program Manager. If the summary report does not outline information that precludes an individual from volunteering, then a photocopy of the summary report must be retained by Pride Toronto.



5. Appeal Process

Candidates that are precluded from volunteering due to the PRC criteria and feel that there are unique circumstances surrounding their conviction and they do not pose risk to the organization and the population we serve, the candidate is able to appeal the decision to the Executive Director and Board of Directors. Requests for appeal must be made in writing to edirector@pridetoronto.com , outlining the reasons that appeal is being requested and details of the unique circumstances supporting the request.

6. Confidentiality

I. Privacy

The PRC's will be monitored and processed by the Volunteer Program Manager and will be available to the Executive Director and Board of Directors. Waivers that are returned without a history of an offence as well as summary conviction reports will be stored in a locked, secured area in the Executive Director's office.