

Volunteer Enhancement Working Group

Purpose:

To assist CCS in volunteer enhancement and volunteers active in the CCS organization to contribute effectively and meaningfully to the mission of CCS.

Duties and Responsibilities

1. Develop and recommend policies, practices and standards for volunteer enhancement to the Council through the Planning and Governance Committee.
2. Research trends, best practices and current resources to enhance volunteer recruitment, screening, orientation and training, evaluation and recognition.
3. Ensure risk management protocols are in place.
4. Prepare orientation pages or packets for volunteers that describe their jobs and accountability.
5. Ensure orientation to CCS and the work of the Council/Committee for new members.
6. Provide ongoing relevant Council enhancement education for council members.
7. Lead annual Council self-evaluation processes.
8. Monitor the work of volunteers giving support as needed.
9. Write thank you letters to volunteers and plan celebrations of their work. Ensure ongoing support and affirmation of governance volunteers (eg. cards of thanks) and provide recognition and celebration of outgoing Council and Committee members.
10. Prepare and submit an annual budget to the Planning and Governance Committee for the Working Group's needs.
11. Minute all meetings

Composition and Qualifications

2 Members

One Staff representative

The convener shall be a corresponding member of the Planning and Governance Committee.

Commitment

Meetings

The working group will meet 3-4 times per year or at the call of the convener, normally by email or telephone. Working Group members will be required to carry out work between meetings.

Terms of Appointment

2 year term, renewable twice

Authority/Decision Making

Accountability

- to Planning and Governance Committee through its convener
- to the Corporation annual meeting with a written annual report

- submit a copy of minutes to Administrative Assistant for official records

Skills among the membership

- ability to see tasks that need to be done and imagine how people can do them for the well-being of the organization, whether the task be large or small.
- Experience in volunteer coordination and management
- Attentiveness to volunteers and their need for support.
- Familiarity with volunteer sector risk management.

Supporting Policies:

Privacy Policy

Screening Policy and Procedures

Work to be done:

Update orientation packages for new Council and Committee members.

CCS Privacy Policy

Purpose

CCS collects and gathers personal information

- to comply with regulations set out by the Government of Canada, The United Church of Canada and the Anglican Church of Canada for an educational institution.
- To administer transactions such as the creation of donation receipts.
- To build strong relationships within the community.

The purpose of this policy is to protect the privacy of collected personal information.

Policy

CCS collects and retains personal information of students, alumni/ae, staff and other parties associated with CCS. This information is used for the academic, administrative, employment-related, financial and statistical purposes of CCS, including for the administration of admissions, registration, awards and scholarships, graduation, alumni/ae relations and other fundamental activities related to being a member or supporter of the CCS community, a user of services provided by CCS or an attendee of CCS events. The information will be used, among other things, to admit, register and graduate students, record academic achievement, issue library cards and to operate academic, financial, alumni/ae and other CCS programs. Information on admissions, registration and academic achievement may also be disclosed and used for statistical and research purposes by the United and Anglican Churches, other affiliated educational institutions and the federal and provincial governments. The names of alumni/ae, award information, diplomas or certificates awarded and date of graduation are considered public information and may be published by CCS. In addition, student photographs posted by CCS in the form of individual pictures or class pictures may be publicly displayed.

Protocol

1. Definitions

Personal Information means information about an identifiable individual, and includes things such as gender, age, address information, ethnicity, financial information, registration, course, educational credit and grades information, ID numbers and any other data assigned to an individual.

Summarized Data means records which have been manipulated or combined to provide generalized or aggregated information.

Business contact information and publicly available information (e.g. telephone directories) are not considered private information.

2. Personal Information

a) Employees

Purpose for Collection: To maintain records of employment for all human resource activities including hiring, employee evaluation, employee health and welfare, salary and benefits, pensions, etc.

Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; health information; employment history; educational information; library records including card identification; academic records; transcripts; appointment and promotion information; resume; application documents; letters of reference; contract; performance appraisal; recommendation for tenure or continuing appointment; leave applications; correspondence on terms/conditions of employment and discharge of duties; disciplinary material; salary and benefits; pension; financial information; record of employment; vacation and sick leave information; group insurance claims.

Within CCS, this information may be shared with the Principal and Human Resources Committee. Administrative staff may also have access to this information for secretarial, filing, records and library purposes. Application information will be shared with the General Council and General Synod staff representatives for Theological Education.

b) Students:

Purpose for Collection: To create and maintain student records for enrollment and support purposes.

Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; religion; SIN; health information; employment history; educational history; library records including card identification; application; correspondence; letters of reference; transcripts; registration information; course add/delete; sessions attended; student number; academic performance; awards; appeals; academic misconduct; disciplinary information; academic advising; counseling and medical records; financial information; sponsorship; scholarships, grants and awards.

Within CCS information may be shared with staff responsible for admissions, student records, library, those administering bursaries and student services, and externally, as necessary for students with dual enrollment with schools which offer joint degree programs with CCS, and with church judicatory bodies sponsoring students.

c) Alumni/ae:

Purpose for Collection: To create and maintain records for historic records, for ongoing connections and for soliciting of funds.

Information: In addition to the Personal information collected while the individual was a student, information may be collected on changes in the following: name; address; home telephone number; fax number; e-mail address; marital status; religion; employment history; educational history; as well as correspondence; and other information relevant to the keeping of accurate records of alumni/ae.

Within CCS, this information may be shared with those staff responsible for historic records, alumni/ae relations, public relations, and fund raising. Administrative staff may also have access to this information for secretarial, filing, records and library purposes.

d) Volunteers, Supporters, and Donors:

Purpose for Collection: To create and maintain records for historic records, for ongoing volunteer support, for connections and for soliciting of funds.

Information: Personal information may include the following: name; address; home telephone number; fax number; e-mail address; religion; library records including card identification; correspondence; financial information for donors relevant to the keeping of accurate records of donors; employment history and educational history for volunteers related to the educational components of the program.

Within CCS, this information may be shared with those staff responsible for historic records, public relations, fund raising, educational programming and volunteer management. Administrative staff may also have access to this information for secretarial, filing, records and library purposes.

3. CCS practices:

- a) It is CCS practice to collect personal information directly from the individual the information is about. At the time the information is collected, CCS shall inform the individual of
 - (i) the purpose for which the information is collected;
 - (ii) the legal authority for the collection; and
 - (iii) the title, business address and telephone number of an officer or employee of CCS who can answer the individual's questions about the collection.
- b) CCS takes reasonable steps to ensure that Personal Information is kept safe from loss, unauthorized access, modification, or disclosure.
- c) CCS Volunteers who may have access to personal information will be asked to sign a confidentiality contract.

- d) CCS does not sell or trade Personal Information or give other bodies access to its mailing lists.

4. Access to personal information

- a) Individuals have a right of access to records containing personal information about themselves in the custody of CCS, subject to limitations, unless access to that information will or will likely cause an unreasonable invasion of a third party's privacy.
- b) Individuals have a right to request corrections to records containing personal information about themselves in the custody of CCS.
- c) To obtain access to a record, a person must make a request to the Principal in writing.
- d) If the applicant has asked for a copy and the record can reasonably be reproduced, the principal may give the applicant a copy of the record; or if the applicant has asked to examine a record or has asked for a copy of a record that cannot reasonably be reproduced, the Principal may permit the applicant to examine the record or a part of it or by giving him or her access in accordance.
- e) An applicant who has been given access to a record containing his or her personal information and who believes there is an error or omission in the information may request the Principal, in writing, to correct the information.
- f) Within 30 days after receiving a request the Principal shall
 - (i) make the requested correction and notify the applicant of the correction; or
 - (ii) notify the applicant of the Principal's refusal to correct the record and the reason for the refusal, that the request for correction has been added to the record, and that the individual has a right to make a complaint about the refusal to the Human Resources Committee.

5. Disclosures

Under certain circumstances, CCS will disclose Personal Information:

- a) when the individual has consented to the disclosure;
- b) to fulfill the purpose for which the Personal Information was collected or for a purpose reasonably consistent with that purpose;
- c) when the services CCS is providing to the person requires CCS to give information to third parties, such as the educational institutions with which a student is registered, church judicatory bodies or governmental bodies;
- d) where it is necessary to collect fees;
- e) if CCS engages a third party to provide services (such as computer back-up services, archival file storage, or client research) and the third party is bound by confidentiality obligations;
- f) if the information is already publicly known; and/or

- g) when CCS is required or authorized by law to do so.

CCS may also use Personal Information to generate Summarized Data for internal use and for sharing with educational institutions and government bodies with which CCS does business. Individual's identity and Personal Information will be kept anonymous in Summarized Data. Summarized Data may be used for research, marketing, or planning purposes.

6. Privacy Breaches

The most common privacy breaches happen when personal information about students, constituents or employees is stolen, lost or mistakenly disclosed. The Manitoba Ombudsman has identified four key steps for public bodies to take in responding to a breach. These steps will guide CCS actions in case of a breach: contain the breach, evaluate the risks associated with the breach, decide who to notify about the breach (this may include affected individuals, police, technology providers, regulatory bodies), and take steps to prevent future breaches.

7. Disposal of private information

Educational institutions may dispose of personal information in the following ways only:

- a) By destroying the personal information.
- b) By transferring it to the archives of another educational institution, in accordance with an agreement between the educational institutions authorizing the transfer.
- c) By transferring it to the provincial or church Archives.

8. Consent

By providing Personal Information to CCS, people voluntarily consent to the collection, use and disclosure of Personal Information as specified in this policy. Without limiting the foregoing, CCS may on occasion ask for written or oral consent when CCS collects, uses, or discloses Personal Information in specific circumstances. Sometimes consent will be implied through a person's conduct with CCS if the purpose of the collection, use, or disclosure is obvious and the person voluntarily provides the information. In addition, CCS may collect, use, and disclose Personal Information without consent when required or authorized by law to do so.

Screening Policy and Procedures for Students, Volunteers and Staff

1 Purpose

The purpose of this policy is to help create a safe environment for all vulnerable people, by providing requirements and guidelines for screening procedures for students, learning facilitators, vocational mentors, and staff with the Centre for Christian Studies.

2. Background

“Duty of Care” is a legal principle that identifies the obligations of individuals and organizations to take reasonable measures to care for and protect the interests of the other, especially those who are vulnerable. CCS could be deemed, through the courts, to hold vicarious liability for the actions of those who function on its behalf.

Screening intends to create and maintain a safe environment for all. This involves assessing risk in the applicant and the work/learning situation, clarifying appropriate ethical and legal boundaries and regular supervision, evaluation and reporting and when necessary, dismissal or denial of admission or employment. Ongoing screening is conducted through activities like, facilitation, mentoring, peer feedback, probationary periods, performance reviews and self-evaluation.

3. Policy

CCS screens students, volunteers and staff to ensure to the extent possible the safety of vulnerable people.

Screening may include written applications, confidential references which provide input from sources familiar with the person, their background and context, an interview, orientations and/or a Vulnerable Sector (level 2) Police Records Check (PRC) and Child Abuse Registry Check (CARC).

A Vulnerable Sector (level 2) Police Records Check and Child Abuse Registry Check issued within the previous 12 months must be obtained by the student and staff applicant at his/her expense. CCS will accept only an original of the Vulnerable Sector (level 2) Police Records Check and Child Abuse Registry Check. The PRC and CARC are the property of the student or staff and will not be kept on file by the Centre after being viewed. The Centre will document receipt, review, acceptance and return of the PRC and CARC.

Refusal to provide a PRC and CARC will disqualify the applicant.

All those who participate in the screening processes, and especially those who have access to documentation such as Vulnerable Sector (level 2) Police Records Check (PRC) and Child Abuse Registry Check (CARC), applications and references are bound by confidentiality. Inappropriate release of sensitive information is a serious violation of trust and responsibility.

4 Screening Processes for Students

4.1 Assessment of Risk

CCS students gather primarily in two types of community: the gathered community of co-students and staff, meeting together in Learning Circles; and the learning community which includes field placements in church or community settings. Risk is high in field settings where students may be vulnerable and may be interacting with vulnerable people and relatively low in Learning Circles where most of the work takes place in the presence of staff and other students.

4.2 Summary of Screening Process for Leadership Module, Diploma and Year Long Certificate Students at Admission

1. Because it is relatively low risk, no specialized screening process will be in place for the Leadership Development Module. If cautions are raised by a student's application a screening interview may be held with the applicant to address those issues.
2. The application process for students into the Diploma or Year Long Certificate Program involves a narrative application form and confidential written references. If cautions are raised by the application a screening interview may be held with the applicant to address those issues.
3. Students will be accepted into the Diploma or Year Long Certificate Program pending viewing of a Vulnerable Sector (level 2) Police Records Check and Child Abuse Registry Check issued within the previous 12 months at his/her expense. This must happen for full acceptance into the program and must be done before a student can begin a field placement, attend a Learning Circle or take any courses as part of their CCS work. CCS will accept only an original of the Vulnerable Sector (level 2) Police Records Check and Child Abuse Registry Check. The Principal will document receipt, review, acceptance and return of the PRC and CARC. If the applicant is at a distance that makes it difficult for the original to be seen by the Principal, certification on a form provided by CCS of seeing the original can be sent with a copy of the PRC and CARC by the Chair of the United Church Education and Students Convener of the Presbytery (or equivalent) or the Bishop of the Diocese in which the applicant lives or the applicant can send a copy notarized by a Notary Public.
4. If the Vulnerable Sector (level 2) Police Records Check and Child Abuse Registry Check reveals prohibiting factors the applicant is disqualified from admission. If the assessment reveals possible prohibiting factors a decision on admission is made by the Review Team. (See Appendix 1)
6. Students will receive orientation to CCS policies and standards regarding issues like harassment, abuse and misconduct and will sign a document acknowledging the receipt of these policies and agreement to comply with them.

4.3 Summary of Ongoing Screening Process for Students

1. Documented peer and staff assessment.
2. In the field placement setting, regular facilitation meetings, written assessments, including input from volunteers/co-workers, staff contact with field placement volunteers/staff.
3. Periodic examination of CCS policies and standards regarding issues like harassment, abuse and misconduct.
4. Student self-reflection on curriculum topics such as ethics, power, boundaries and abuse.
5. Normally, only one initial Vulnerable Sector (level 2) Police Records Check (PRC) and Child Abuse Registry Check (CARC) will be required for students. The majority of students will complete the three field placements in a period of 3 to 4 years. If a student takes longer than four years to complete the program, a refreshed PRC and CARC will be required before the beginning of a fifth year in the program, ONLY if there is a field placement to be completed.

4.4 Prohibiting Factors to Admission or Continuance as a Student

Normally, a student would be prohibited from entering or continuing in the program if there is any conviction, in criminal or civil court, within the past five years, for any violent crime, sex related crime, child abuse.

In the case of other convictions (for example, drug or alcohol related crimes, theft, disturbing the peace) or for convictions for any violent crime, sex related crime or child abuse that are more than 5 years old, the case will be reviewed and a decision will be made as to whether these convictions constitute prohibiting factors.

4.5 Assessment of Prohibiting Factors for students by the Review Team

If the admission or ongoing screening process reveals a criminal record with convictions constituting prohibiting or possible prohibiting factors, the applicant/student will be informed by the Principal that prohibiting factors may disqualify them from the program. If a record is disclosed, the student may be required to provide further documentation detailing the actual conviction(s) and its disposition from the courts.

The applicant/student will meet with a Review Team, consisting of the Principal and the Chair of the Program Committee or their designate, to discuss the convictions to determine the circumstances, evidence of remorse, steps taken to remedy the situation or make restitution and rehabilitative treatment undertaken. The applicant/student may choose, or have appointed, a support person for this process. The Review Team will

determine if the convictions constitute prohibiting factors or not and document their decision. The decision of the Review Team will be final. The Review Team will give attention to the pastoral care needs of the applicant/student and may make an appropriate referral for pastoral follow-up.

4.6 Record Storage and Access for students

The Vulnerable Sector (level 2) Police Records Check and Child Abuse Registry Check submitted by the applicant/student are the property of the student and will be returned to the student.

Any decisions made by a Review Team will be documented for the student file. Supporting documentation will be stored in a sealed envelope in the applicant/student's file. This documentation will be destroyed when a student graduates from the Centre.

5 Screening Processes for Learning Facilitators and Vocational Mentors

5.1 Assessment of Risk

Learning Facilitators and Vocational Mentors work with students directly, often in close one-on-one relationships. Facilitators and Mentors are involved (along with others) of assessing the student's completion of their field placement and making recommendations to staff for decisions. Both parties are adults and students have primary Program Staff people to whom they relate. Because the risk is low in these relationships, the screening process for Learning Facilitators and Vocational Mentors is not complex.

5.2 Summary of Screening Process Learning Facilitators and Vocational Mentors

1. A personal interview with staff and orientation session to the work of CCS and their roles, normally done by a CCS staff member.
2. Orientation to CCS policies and standards regarding issues like harassment, abuse and misconduct and a signed document acknowledging the receipt of these policies and agreement to comply with them.

5.3 Summary of ongoing screening for Learning Facilitators and Mentors

1. Direct contact from staff through out the year.
2. Staff inquiring for confidential input from students and/or volunteers.
3. Periodic examination of CCS policies and standards regarding issues like harassment, abuse and misconduct.

5.4 Record Storage and Access for Learning Facilitators and Mentors

The Centre will retain a copy of any relevant documentation for as long as that Facilitator/Mentor is acting in that role. If the Facilitator/Mentor is deemed ineligible the

decision and rationale will be kept in a confidential file related to potential Facilitators/Mentors for five years and then destroyed.

6. Screening Processes for Volunteers Who Sign Cheques and Legal Documents

6.1 Assessment of Risk

Signers of cheques and legal documents have access to documents and processes that could be manipulated for personal gain so are medium risk. Refusal to participate in any of the screening process will disqualify the potential signer.

6.2 Summary of Screening Process for Volunteers Who Sign Cheques and Legal Documents

1. A personal interview with staff or with a member of the Council Recruitment and Development Committee.
2. Vulnerable Sector (level 2) Police Records Check (PRC). CCS will accept only an original of the Vulnerable Sector (level 2) Police Records Check. The Principal will document receipt, review, acceptance and return of the PRC.
3. If prohibiting factors are revealed, the potential volunteer is disqualified. If the assessment reveals possible prohibiting factors, a decision is made by the Review Team.
4. Orientation to CCS policies and standards regarding issues like harassment, abuse and misconduct and conflict of interest and a signed document acknowledging the receipt of these policies and agreement to comply with them.

6.3 Summary of ongoing screening for Volunteers Who Sign Cheques and Legal Documents

1. Direct contact from staff through out the year.
2. Use of two signers for transaction of business.
3. Periodic examination of CCS policies and standards regarding issues like harassment, abuse and misconduct and conflict of interest.

6.4 Prohibiting Factors for Volunteers Who Sign Cheques and Legal Documents

Normally, volunteer would be prohibited from serving as a signer of cheques and legal documents if there is any conviction, in criminal or civil court, within the past five years, for any violent crime, theft, or corruption crime.

In the case of other convictions (for example, drug or alcohol related crimes, disturbing the peace) or for convictions for any violent crime that are more than 5 years old, the case will be reviewed and a decision will be made as to whether these convictions constitute prohibiting factors.

6.5 Assessment of Prohibiting Factors for Volunteers Who Sign Cheques and Legal Documents

If the selection or ongoing screening process reveals a criminal record with convictions constituting prohibiting or possible prohibiting factors, the volunteer will be informed by a staff person that prohibiting factors may disqualify them from signing cheques. If a record is disclosed, the volunteer may be required to provide further documentation detailing the actual conviction(s) and its disposition from the courts.

The volunteer will meet with a Review Team, consisting of any two of the following; Principal, Chair of the Finance Committee, or their designate or member of the Finance Committee; to discuss the convictions to determine the circumstances, evidence of remorse, steps taken to remedy the situation or make restitution and rehabilitative treatment undertaken. The volunteer may choose, or have appointed, a support person for this process. The Review Team will determine if the convictions constitute prohibiting factors or not and document their decision. The decision of the Review Team will be final. The Review Team will give attention to the pastoral care needs of the volunteer and perhaps make an appropriate referral for pastoral follow-up.

6.6 Record Storage and Access for Volunteers Who Sign Cheques and Legal Documents

The Police Record Check submitted by the volunteer are the property of the volunteer and will be returned to them. The Centre will retain a copy of the documentation resulting from a Review Team decision for as long as that signer is acting in that role. If the signer is deemed ineligible the decision and rationale will be kept in a confidential file related to potential cheque and legal signers for five years and then destroyed.

7. Screening Process for Other Volunteers

CCS will assess the risk for other volunteers and apply a screening process based on the principles in this policy appropriate to the risk.

Volunteers having on-going direct interaction and involvement with students of CCS are normally required to provide a current Vulnerable Sector (level 2) Police Records Check (PRC).

8 Screening Processes for Staff

8.1 Definition of Staff

For purposes of this screening process staff means those in permanent full time or part time employment, contracted or temporary staff that have direct interaction and involvement with students for a period of more than two weeks or contracted or temporary staff who have access to financial systems for more than six months. Any accounting firms contracted by CCS for financial services must be bonded, and therefore it would not be necessary to follow the specific procedures outlined in this document for

such contracts. CCS may utilize these procedures with other kinds of staff if the assessment of risk deems it necessary.

9.2 Assessment of Risk

Among CCS staff there are those who work directly with students, those who have direct access to the CCS financial management system and finances and, those involved with soliciting financial support from people, including the elderly. Because of the small nature of the CCS staff almost all the staff are engaged in at least one of these activities. Because of this, and to ease administration in a volunteer organization, the same screening procedure will be used for all staff.

Refusal to participate in any of the screening process will disqualify the applicant.

9.3 Summary of Screening Process for staff at hiring

1. Written application.
2. Confidential written or oral references.
3. A personal interview.
4. A recommendation to hire is made by the Search Committee or Principal pending viewing of the Vulnerable Sector (level 2) Police Records Check (PRC) and Child Abuse Registry Check (CARC). The PRC and CARC will be seen by two members of the Human Resources Committee prior to the recommendation going to Central Council. The Committee will indicate that the PRC and CARC have been seen by 2 committee members. The originals will be returned to the staff person or contractor.
5. If the PRC or CARC reveals prohibiting factors the applicant is disqualified from employment. If the assessment reveals possible prohibiting factors, then a decision regarding recommendation for hiring is made by the Search Committee or Principal.
6. Orientation to CCS policies and standards regarding issues like harassment, abuse and misconduct and a signed document acknowledging the receipt of these policies and agreement to comply with them.

9.4 Summary of ongoing screening for staff

1. Probationary period of employment.
2. Regular performance reviews, including confidential input from staff peers, students and/or volunteers.
3. The PRC and CARC must be renewed every three (3) years from the date of the last issue. It is the responsibility of the staff person or contractor to provide a new PRC and CARC prior to the expiry date of the previous documents.
4. Periodic examination of the CCS policies and standards regarding issues like harassment, abuse and misconduct.

9.5 Human Resources Committee

1. The Human Resources Committee shall make notation on the employee's file, or in the case of a contractor, on the CCS copy of the contract the date on which the PRC and CARC were provided and the dates of expiry of the PRC and CARC. Except as specified

elsewhere in this document, no other documentation concerning the PRC and CARC shall be recorded.

2. The staff person or contractor will sign a form provided that will indicate that the PRC and CARC have been witnessed by representatives of Human Resources Committee and that the staff person or contractor has signed that the PRC and CARC have been returned to them.
3. Confidentiality: Human Resources Committee members must not disclose the contents of any person's Police Records Check, Child Abuse Registry Check, or certificate of conviction to any individual outside the Human Resources Committee and only to committee members during scheduled meeting for the specific purpose of screening.

9.6 Prohibiting Factors for Staff

1. The following shall be deemed prohibiting factors:
 - a. any conviction, in criminal or civil court, within the past five years, for any violent crime, sex related crime, or child abuse, or
 - b. any conviction, in criminal or civil court, within the past five years, for fraud, theft, or breach of trust.
2. The following shall be deemed potential prohibiting factors;
 - a. any conviction, in criminal or civil court, for a violent crime, sex related crime or child abuse which is more than five years old, or
 - b. any conviction, in criminal or civil court, for fraud, theft, or breach of trust, which is more than five years old, or
 - c. any conviction, in criminal or civil court, for disturbing the peace.

9.7 Assessment of Prohibiting Factors for Staff

1. Applicants in the Search Process:

If the search or ongoing screening process reveals a criminal record with convictions constituting prohibiting or possible prohibiting factors, the applicant/staff will be informed by the Chair of the Search Committee or their designate, or the Chair of the Human Resources Committee, or their designate, as appropriate, that prohibiting factors may disqualify them from employment or continued employment. If a record is disclosed, the applicant/staff may be required to provide further documentation detailing the actual conviction(s) and its disposition from the courts.

The applicant/staff will meet with a Review Team, consisting of Chair of the Search Committee or their designate, and the Chair of the Human Resources Committee or their designate and another member of the Human Resources Committee, as appropriate, to discuss the convictions to determine the circumstances, evidence of remorse, steps taken to remedy the situation or make restitution and rehabilitative treatment undertaken. The applicant/staff may choose, or have appointed, a support person for this process. The Review Team will determine if the convictions constitute prohibiting factors or not and

document their decision. In the case of a potential employee, the decision of the Review Team will be final. In the case of an existing employee, if the decision of the Review Team is for termination of the employee, the decision of the Review Team will be presented to the Central Council or its Executive for ratification. The Review Team will give attention to the pastoral care needs of the applicant/staff and perhaps make an appropriate referral for pastoral follow-up.

2. Current Employees

Where the PRC or CARC presented by the staff person or contractor indicates prohibiting factors or potential prohibiting factors, as set out above, the individual will be required to meet with 2 members of the Human Resources Committee, or their designate, to discuss further actions to be taken.

Where the PRC or CARC indicated a prohibiting factor or possible prohibiting factors:

- a. the staff person or contractor will be informed by the Chairperson of the Human Resources Committee or their designate, that prohibiting factors may disqualify them from continuing employment;
- b. the staff person or contractor must immediately report to Human Resources Committee whenever they have been charged with any criminal offense, in any jurisdiction;
- c. the staff person or contractor may be required to provide further documentation detailing the actual conviction(s) and the disposition of the conviction(s) from the courts;
- d. the existence of a previous conviction may not cause automatic suspension, dismissal, discipline or other penalty. It does require explanation and conversation and, in some cases, verification.

3. A Review Team, consisting of the Chairperson of the Human Resources Committee or their designate and another member of the Human Resources Committee will be established ad hoc to deal with situations where a PRC or CARC indicates potential prohibiting factors.

4. The staff person or contractor will be required to meet with the Review Team to discuss the circumstances of the conviction, steps taken to remedy the situation or make restitution and rehabilitative treatment undertaken.

5. The staff person or contractor may choose, or choose to have appointed, a support person for this process at their own expense.

6. The Review Team will determine if the convictions constitute prohibiting factors, assess evidence of remorse, and document their decision.

7. Normally, a staff person or a contractor who works directly with students, or who solicits financial support, will be dismissed if there is any conviction, in criminal or civil court, within the past five years, for any violent crime, sex related crime, or child abuse.

8. Normally, a staff person or contractor who works directly with finances will be dismissed if there is any conviction, in criminal or civil court, within the past five years, for fraud, theft, or breach of trust.
9. In the case of other convictions, including but not limited to, drug or alcohol related crimes, theft, disturbing the peace, or for convictions for any violent crime, sex related crime or child abuse, fraud, theft or breach of trust, that are more than five years old, the case will be reviewed and a decision will be made to whether these convictions constitute prohibiting factors.
10. Where the decision of the Review Team is for termination of the employee or termination of the contract, the decision will be presented to the Central Council or its Executive for ratification.
11. The staff person or contractor will be suspended without pay for the period between the time the Review Team reaches its decision and the ratification by the Central Council. If the decision is not ratified, the individual will be reimbursed for the withheld benefits.
12. The Review Team will give attention to the pastoral care needs of the person or contractor.
13. Where the Review Team determines the conviction (s) do not constitute prohibiting factors, the staff person or contractor will be advised of the decision and no further action shall be required.

9.8 Records Storage and Access for staff

The PRC and CARC submitted by the applicant/staff are the property of the applicant/staff and will be returned to them.

All documentation pertaining to the action of the Review Team will be kept in the staff person/contractor's off-site employment file until such time as that file is discarded or archived, at which time the documentation will be shredded.

Appendix 1

Review Teams

When potential prohibiting factors are discerned a Review Team is constituted to determine the merit of the factors. The Review Team is to meet with the individual and

discuss the convictions to determine the circumstances, evidence of remorse, steps taken to remedy the situation or make restitution and rehabilitative treatment undertaken and make a decision/recommendation of action.

Students / Program Applicants

The applicant/student will meet with a Review Team, consisting of the Principal and the Chair of the Program Committee or their designate.

Volunteers

Cheque Signers

The cheque signing volunteer will meet with a Review Team, consisting of any two of the following; Principal, Chair of the Finance Committee, or their designate or member of the Finance Committee

Other Volunteers

The volunteer will meet with a Review Team, consisting of any two of the following; Principal, the co-chairs of Central Council, or their designate.

Staff / Job Applicants

The applicant/staff will meet with a Review Team, consisting of Chair of the Search Committee or their designate, and the Chair of the Human Resources Committee or their designate and another member of the Human Resources Committee, as appropriate.