



## St. John Council for Ontario

### Memorandum

Board of Directors Council for Ontario  
Branches and Affiliated CSUS

Committee Chairs Council for Ontario  
Managers Council for Ontario

DATE: December 2005

RE: St. John Council for Ontario Screening Policy

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Attached please find a copy of the St. John Ambulance Council for Ontario Screening Policy that the Board of Directors approved in 2003.

This policy is designed to assist St. John in identifying people who might represent a risk to those we serve, our own members and members of the community.

Please take the time to read through the attached information and ensure that your constituents have been advised and understand that this policy is in effect for all employees, volunteers and instructors throughout Ontario.

The attached Attestation Form should be updated annually, and forwarded to Provincial Council by February 15<sup>th</sup>, 2006.

If you have any questions or concerns, please feel free to contact the Human Resources Administrator, Paula Anglin at 416-923-8411 x237 or via e-mail: [panglin@on.sja.ca](mailto:panglin@on.sja.ca).

Terrence H. Wardrop  
Chief Executive Officer  
St. John Council for Ontario

att.



# St. John Ambulance Council for Ontario

**POLICY: Employee/Instructor/Volunteer Screening****EFFECTIVE DATE:** Summer, 2003**PERTAINS TO:** All Employees, Instructors and Volunteers

St. John Council for Ontario <Council>, like other organizations, has moral, ethical, and legal responsibilities to the people who use our programs and services; the people who provide those programs and services; and to the community at large. Through employee, instructor and volunteer screening we try to identify people who might represent a risk to those we serve, our own members and members of the community.

Our employees, instructors and volunteers are often placed in positions of significant trust with vulnerable people. The wide spectrum of employee/instructor/volunteer positions varies not only in nature but also in level of risk. Through screening, Council strives to provide safe, well-managed services to the community and to its employees, instructors and volunteers.

The following are typical positions of trust or authority:

- Situations in which someone has a significant degree of authority or decision-making power over another.
- Situations where someone has a significant degree of unsupervised access to another person, their property, or to the organization's property.
- Situations where the success of the program, service or activity depends on the development of a close, personal relationship between the individuals, as in supervision and mentoring.
- Situations in which the service being provided renders the client vulnerable, as in personal care services e.g. first aid and health care.

Council uses a variety of screening methods such as well-designed positions and position descriptions, careful recruitment, application forms, interviews, reference checks, specialized testing, police record checks, attestation, orientation sessions, training, probationary periods, close supervision, regular evaluation and monitoring, and the pairing of experienced members with new employees, instructors and volunteers.

The attached Attestation Form should be updated annually, and forwarded to Provincial Council by February 15<sup>th</sup>, 2006.

## **POLICY**

Effective Summer, 2003 all employees, instructors, and volunteers will be required to complete a screening process as a condition of their employment or association with Council.

The nature of the work in which an employee/instructor/volunteer will be engaged will determine which screening measures (e.g. reference checks, police record checks, attestation, etc.) will be required. Individuals who refuse to comply with Council's screening process will not be accepted as an employee/instructor/volunteer. The following criteria will be used to assess which screening measures will be used with each position:

- *Vulnerability of persons served*
- *Access to property*
- *Degree of isolation*
- *Degree of physical contact*
- *Degree of physical demands*
- *Degree of inherent risk*
- *Skills and knowledge required*
- *Degree of supervision*
- *Degree of trust*

Annex A outlines the specific screening measures for each employee/instructor/volunteer position. Evaluations will be conducted once every two years by the appropriate department. Completed evaluations will be retained in a confidential file at Council (Provincial Office).

This policy affects all Council employees, instructors and volunteers 18 years of age and older and all employees and volunteers age 16 (sixteen) and 17 (seventeen) years of age, signing their own membership application form and not residing with a parent or guardian.

This policy also affects all individuals age 18 (eighteen) years of age and older who are not members of Council, but who assist Council in positions of trust or authority.

### **POLICE RECORD CHECKS - Procedure**

New employees, instructors and volunteers requiring a police records check will complete a Release of Information Authorization form from their local police service, and at the applicant's cost (if any), obtain from the police service, a summary of any information discovered as part of that check, or official documentation stating that no information was discovered. Current employees will not be required to obtain a police check, but will be required to provide attestation.

If the applicant receives official documentation from the police service stating that no information was discovered, this documentation should be forwarded complete and in its original form (no alterations, photocopies or faxes) in a sealed envelope marked "Confidential" to the appropriate department at the St. John Council for Ontario (Provincial Office). If the applicant receives a summary from the police service containing information,

the applicant should provide the summary complete and in its original form (no alterations, photocopies or faxes) in a sealed envelope marked "Confidential" to the appropriate department.

The applicant will forward the sealed envelope with the completed "Application Form" if applicable to the St. John Council for Ontario (Provincial Office) Human Resources Department for processing. Council (Provincial Office) will review the summary and determine the candidate's suitability for the position. Such a review will occur promptly, thoroughly, fairly and in confidence.

Council will notify the employee/volunteer when a check that requires further review is received. Once a determination as to the applicant's status has been made, their supervisor /manager will be notified.

Police record checks that indicate "No Record" will be retained in a confidential file at Council (Provincial Office).

The practices of certain police services may present difficulties obtaining information related to record checks. In these circumstances, it is the responsibility of the employee/volunteer to obtain a written original copy of the response he or she receives from the police. This response should be forwarded with applicable documentation to the St. John Council for Ontario (Provincial Office) to the applicable department.

The Council may request a Police Record Re-check at any time.

## **GENERAL**

Council ensures the confidentiality of all screening information. In compliance with the Ontario Human Rights Code, only those individuals who need to know the results of screening information will have access to such information.

General information regarding employee/volunteer screening and police record checks can be obtained from Council's Human Resources Department Tel. 1-800-268-7581.

## Annex A — Screening Methods Based on Risk Assessment Analysis

	Adult service volunteers <i>in</i> position of trust and/or authority	Adult service volunteers <i>not in</i> position of trust and/or authority	Board chairs	Board and committee members (excluding Chair)	Instructors	Employees	Non-SJA in positions of trust and authority
Application form	✓	✓	✓	✓	✓	✓	✓
Interview	✓	✓	✓	✓	✓	✓	✓
Signed agreement (including code of conduct, if applicable)	✓	✓	✓	✓	✓	✓	
2 reference checks (unless conflicting, then add 3 <sup>rd</sup> )	✓		✓	✓	✓	✓	
Initial police record check with annual attestation thereafter (where required) and initial child/elder abuse registry check (where required)	✓	✓ <sup>a</sup>	✓	✓ <sup>a</sup>	✓	✓	✓ <sup>a</sup>
Consideration given to police re-checks based on changes in membership role/status	✓	✓					
Orientation and training (including Respect in the Organization)	✓	Where required	✓	✓	✓	✓	Where required
Close monitoring and supervision	✓	✓					✓
3-month probation period, followed by an evaluation	✓	Where required	✓	✓	3-month check- in	✓	Where required
Annual evaluation	✓	Where required	✓	✓	✓	✓	Where required
Regular monitoring and feedback	✓	✓	✓	✓	✓	✓	✓

<sup>a</sup>Attestation (perhaps police check for those handling/ responsible for funds or property)



St. John Ambulance

## ATTESTATION FORM

*This form must be completed and signed annually and is due not later than February 15 in respect of the preceding calendar year by all St. John Ambulance:  
Employees/instructors/volunteers age 18 years of age and over.*

I attest that:

- (a) I will notify my immediate supervisor and the Human Resources Department, St. John Council for Ontario if my driver's license is suspended or restricted for any reason (if driving is a requirement of my St. John Ambulance role), if I become the subject of a criminal investigation or if any charges are contemplated or brought against me; and

*(check the appropriate box)*

- (b) ☐ There have been no occurrences as described above since my last attestation, if any, or in any event, in the previous year; OR
- (c) ☐ I reported all occurrences as described above to my immediate supervisor and the Human Resources Department, St. John Council for Ontario, at the time of the occurrence.

Date: \_\_\_\_\_

Name (please print): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

I am 18 years of age or older: Yes ☐ No ☐

I hereby attest that the information disclosed herein is true, complete and accurate to the best of my knowledge and belief. I understand that false information stated in this attestation shall be sufficient cause for dismissal.

Signature: \_\_\_\_\_

Name of Immediate Supervisor: \_\_\_\_\_

Signature of Immediate Supervisor: \_\_\_\_\_

Original completed form is to be forwarded to the:

Human Resources Department  
St. John Ambulance, Council for Ontario  
15 Toronto Street, 8<sup>th</sup> Floor  
Toronto, ON M5C 2E3



## Screening Policy Frequently Asked Questions...

**Q:** " Why do I as an employee/instructor/volunteer have to do this?"

**A:** *The screening process identifies those who may represent a risk to St. John. It acts as a protection for not only those we serve but to our employees, instructors and volunteers as well.*

**Q:** " I am an Employee, Volunteer, Instructor, now that this policy is in effect how can I ensure that I follow it?"

**A:** *You should refer to the Annex "A" document, which outlines the screening process and procedures to be followed, if you are still unsure, you may contact the Human Resources department at Council for more information.*

**Q:** "How much is the cost of obtaining a Police Record check?"

**A:** *The cost ranges from \$10.00 to \$25.00. Check with your local branch for actual rates. The applicant bears the cost of obtaining a police record check.*

**Q:** "Who has access to this information?"

**A:** *All completed record checks will be kept in a confidential file in the Human Resources Department at Council. Only persons who need to know the results of your check will have access to it.*

**Q:** "Will having a criminal record automatically disqualify me as an employee/volunteer or instructor?"

**A:** *Not necessarily, Provincial Council will review to determine whether or not your conviction is relevant to your position.*

**Q:** "What is attestation?"

**A:** *It is your signed confirmation that you have not become the subject of a criminal investigation or have any charges pending against you, and that you have notified your immediate supervisor and Council (Provincial Office) if you become the subject a criminal investigation, or if any charges are contemplated or brought against you.*

**Q:** "Is there a generic attestation form available?"

**A:** *Yes, a form is included with this package, you can also contact Human Resources for additional forms.*

**Q:** "It is noted in the policy that an evaluation must be re-done every 2years, as an existing employee does this mean I have to complete an evaluation in addition to providing attestation?"

**A:** *Yes, because an evaluation is only a review of your job performance while attestation is a review of your criminal status.*

**Q:** "What happens if I am offered a position with St. John will I lose my position if I do not comply with getting a record check?"

**A:** *A condition of new employment with St. John is that you complete a police record check. You will maintain a probationary status until your record check is completed. An individual who refuses to comply with this policy may not be accepted as an employee/volunteer or instructor with St. John.*