



Optimist Club of Oakridge Acres Inc.

Policy Number 4

Policy on the Receipt and Confidential Storage of Vulnerable Persons Volunteer Police Checks

Date Approved:

President:

Secretary:

1. Purpose

The purpose of this policy is to provide a framework for receiving Vulnerable Persons Volunteer Police Checks and storing them in a confidential manner.

2. Definitions

- a. Club – The Optimist Club of Oakridge Acres Inc.
- b. Committee – Any authorized and recognized committee of the Club
- c. Volunteer Verification Team (VVT) – A committee of the Club with the responsibility to receive, review, process and store VPVPCs.
- d. Volunteer – Any person that volunteers to participate in any activity of a Committee or the Club.
- e. Vulnerable Persons Volunteer Police Check (VPVPC) – A document provided by a police service indicating that a background check on a potential volunteer has been completed by that service.

3. Volunteer Role and Obligation

- a. When required to do so by virtue of an application to be a volunteer for an activity of the Club, the volunteer will obtain a VPVPC from the police service having jurisdiction in the volunteer's place of residence.
- b. The volunteer will pay the police service for the VPVPC and will be reimbursed by the Committee where the VPVPC was requested for the purpose of volunteering for an activity of the Club in the first instance and where the volunteer is accepted as a volunteer within the Club.
- c. The volunteer will forward the original VPVPC to a member of the VVT.

- d. If the volunteer is advised by the police service that they have concerns regarding the volunteer, the volunteer may ask a member of the VVT to attend the police service to review the decision of the police service to determine if the concern is materially relevant to the volunteer position.

4. Committee Role and Obligation

- a. The Committee shall review a volunteer's application and if it is satisfied that the volunteer meets the requirements of the position, they shall inform the volunteer of the requirement to obtain a VPVPC.
- b. The Committee shall notify a member of the VVT of all potential volunteers that have been advised to obtain a VPVPC.
- c. The Committee shall be responsible for reimbursing successful volunteers for the cost of the VPVPC.
- d. The Committee shall invoice the Club for the total cost of VPVPCs that are reimbursed in accordance with this policy.
- e. The Committee shall forward a copy of the successful volunteer's application form to be filed with the VPVPC by the VVT.

5. Club Role and Obligation – Receipt, Review and Storage of VPVPC

- a. The Club shall form a VVT composed of no fewer than three members of the Club, who are qualified by virtue of their occupation or training, to maintain a confidential data base of all VPVPCs.
- b. The VVT shall receive and review the VPVPC of each volunteer applicant.
- c. The VVT shall advise the committee of the result of the VPVPC subject to clause (h) of this section of the policy.
- d. The VVT shall maintain a data base of the name of each applicant, the status of their VPVPC, the date that the VPVPC was issued, the date that the VPVPC expires and any materially relevant information about the background of the volunteer that is later disclosed to the VVT by the volunteer.
- e. The VVT shall keep the VPVPC and a copy of the application form for each applicant.
- f. The VVT shall ensure that all hard copy documents are secured and that all electronic data bases and related electronic files are secured by password and backed up regularly.
- g. The VVT shall forward any invoices for reimbursement of VPVPC costs to the Club Treasurer for payment.
- h. No member of the VVT may disclose any information it receives from a VPVPC form, review or any other background information disclosed by a volunteer after his or her acceptance as a volunteer.

- i. Where a volunteer makes a disclosure of information that would have, if known at the time that the application was reviewed by the Committee or at the time that the VPVPC was processed by the police service disqualified the applicant from being selected as a volunteer, the VVT shall note the information in the data base, notify the volunteer that they are no longer qualified to be a volunteer and advise the Committee of this decision.
 - j. The VVT shall destroy the VPVPC form, volunteer application forms and any other document related to a volunteer within twelve months of the expiry of the VPVPC for that volunteer unless the volunteer requests the return of the documents.
 - k. Each member of the VVT shall submit to a VPVPC.
6. Club Role and Obligation – Review of Police Concerns
- a. A member of the VVT shall attend at a police service at the request of a volunteer applicant to review the result of a VPVPC in the presence of the applicant where the police service has expressed concerns.
 - b. A quorum of the VVT shall discuss the results of the VPVPC review and make a determination of the material relevance of the police concern as it relates to the position that the applicant has volunteered to fill.
 - c. The VVT shall notify the applicant of its decision as to the material relevance of the concern and if the applicant is qualified to volunteer.
 - d. The decision of the VVT is final and not subject to review by any other Committee of the Club.
7. Other
- a. The conditions of this policy apply to any person seeking employment by the Club or a Committee.