



Sask**Abilities**

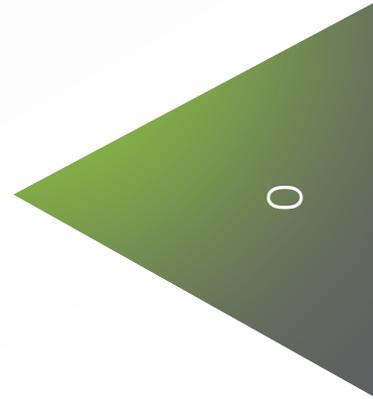
**Camp** Easter Seal

Campfire Chat: Christine Epp

**Keeping Our People Safe: Managing Risk Through Your Screening Tool-Kit**

**Because We Camp! SCA Virtual Conference 2021**

March 23, 2021



# Learning Objectives



- Keeping all your people safe & protected is essential
- Risk management quick reference
- What is “screening”? Why screen?
- Parameters & legal aspects of screening
- Building your screening tool-kit
- Assessment & Decisions
- Additional Resources
- Q & A



# Keeping Your People Safe



- ✓ We must be committed to keeping all our people safe and protected –our campers, our families, our staff and our volunteers.
- ✓ Our staff and our volunteers are essential to the impactful work we do at our camps.
- ✓ By protecting your people you are also protecting your reputation.
- ✓ This unique and highly valuable group of human resources is what allows us to make camp happen.



# Risk Management Quick Reference



## **Risk Management is the ongoing process of:**

- Identifying risks
- Prioritizing risks – which risks require attention now
- Responding with a written action plan
- Communicating and training the plan
- Monitoring its success, making changes where necessary



## **Risk management is a group effort**

- So it doesn't miss important risks or solutions
- Buy-in ... people are more likely to follow the plan if they helped create it



**Risk Management is not about buying insurance. It acknowledges risk exists and commits to sufficient resources. Risk management is, at its best part, of your every-day decision-making.**

# An organization cannot manage the risks it does not identify



What is your greatest fear?

What is your staff's greatest fear?

What are parents/caregivers' greatest fear?

What are your supporters/donors/funders' greatest fear?

R I S K



# What is Screening?



## What is screening?

- Screening is a process that helps match people with positions while improving the quality and safety of the programs and services offered.
- Screening involves much more than police record checks. While police record checks are one of the steps of screening is a comprehensive process.

## The benefits of screening are:

- People's skills and experience are better matched to the needs and opportunities of organizations.
- The quality and safety of programs are improved.
- The risks and liability for people and organizations are reduced.



# Screening: *Beyond Police Record Checks*



**The goal of initial screening is to identify candidates who are best suited to the requirements of the position.**



- ✓ Never lower your initial screening standards and never cut corners when screening, no matter how well you think you know the person or how highly recommended they are.
- ✓ Create parallel systems for staff and volunteers alike.
- ✓ Be consistent.
- ✓ Screening methodology should match the risk identified for the position.

# Parameters & Principles



## What are the parameters of screening?

1. No guarantees
2. No absolutes
3. Initial screening is never enough



## Consent, Confidentiality and The Right to Know

**Does your protocol match the risk?** Screening tools should be well matched to the risk and demands of the position.



**Policies & Procedures** – are they up to date?



# Legal Principles in Screening



## ***The Best Person for the Job***

The Human Rights Code and Legislation doesn't stop an employer from finding the best person for the job.

What employers can't do is ask questions that allow them to eliminate candidates based on stereotypical notions.

## **Human Rights Code and Legislation**

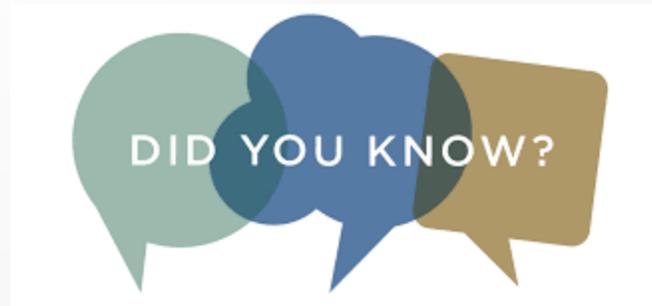
The screening process must be bias-free, objective, and conform to all human rights statutes and legislation for our province.



# Legal Principles in Screening



Did you know that the Human Rights Code stops employers from asking certain questions on application forms or in interviews?



Some examples (not exhaustive) include:

- *Don't ask about birthplace or national origin*
- *Don't ask for a photo before hiring*
- *Don't ask about age but you may ask if applicant is younger than the minimum age required by employment law*
- *Don't ask about family status*
- *Don't ask for anything that would identify religious affiliation*
- *Don't ask about disabilities or health problems except you make as if accommodations are required to perform the job.*
- *Don't ask about the applicant's sexual orientation*



Other areas to be mindful of and do your research!

- Drug use and testing, medical history, disabilities

# Legal Principles in Screening



## ***There are exceptions. Examples include:***



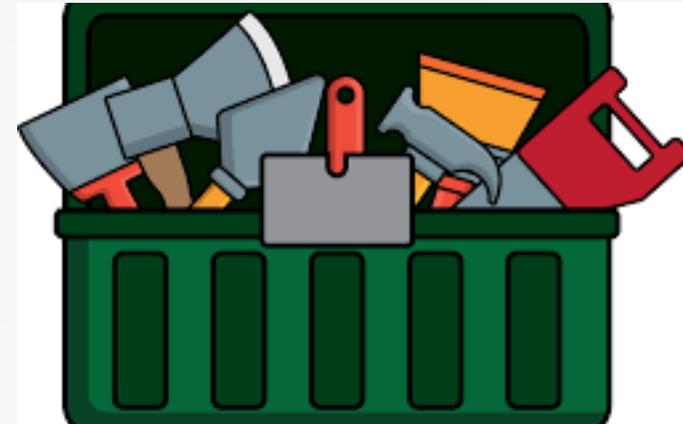
- Some jobs may require people to be of a certain age or sex or to have a particular ability. Even where age, sex or ability is a reasonable occupational qualification, an employer must make reasonable efforts to accommodate people.
- If religious instruction is part of the curriculum, schools may require teachers of a particular religion.
- Non-profit charitable, philanthropic, fraternal or religious organizations primarily engaged in serving the interests of persons identified by their religion, ancestry, sex, etc., may give hiring preference to someone providing it's reasonably necessary because of the nature of the job.

# For your Screening Tool Box



## 10 Screening Tools :

1. Assessment
2. Position descriptions
3. Recruitment
4. Application forms
5. Interviews
6. Reference checks & Qualification checks
7. Police record checks: CRC & VSS
8. Orientation and training sessions
9. Support and supervision
10. Follow-up and feedback



# Screening Tools 101

– *more than a police record check*



## Build Your Tool-Box:

1. **Assessment** – identify and assess the risks and essential components of each program and related positions.
2. **Position descriptions** – write meaningful, complete and accurate position descriptions.



# Screening Tools 101

– *more than a police record check*



3. **Recruitment activity** – develop fair and consistent selection systems and include key information about the organization and position in promotional materials.



4. **Application forms** – request standard information about the applicant and specific information related to the position.

# Screening Tools 101

## – *more than a police record check*



5. **Interview** – develop specific questions and a consistent interview format for each position, with accurate and objective written records.



6. **Reference Checks**, including checking qualifications – check references in accordance with pre-determined position requirements and comply with legislation.



# Screening Tools 101

## – *more than a police record check*



### 7. Police record check:

- Assess the risks associated with the position to determine whether or not a Police Record Check / **Criminal Record Check (CRC)** is required.
- Review information from the CRC report as it relates to the requirements of the assignment or position.
- **Remember** – this report belongs to the applicant, not the organization, and is highly confidential information.
- Request a **Vulnerable Sector Search** or Check (**VSS**), when appropriate, and in accordance with relevant legislation.

A form titled "Request for Criminal Background Check". The form includes fields for "Personal Information" such as "First Name", "Last Name", "Date of Birth", "Address", "City", "State", "E-Mail Address", and "Work Phone". There are also fields for "Zip" and "City" at the top.

# Screening Tools 101

## *– more than a police record check*



### **A bit more on Criminal Records Checks & Vulnerable Sector Search**

1. How to apply & who is eligible
2. Where to apply
3. Types of background checks
4. More on Vulnerable Sector Search – do you need it? Is it legal to ask for one?
5. Frequency of checks
6. Costs of checks
7. For persons under 18 years of age?

# Screening Tools 101

## – *more than a police record check*



8. **Orientation & Training** – Provide clear information about the mission, values and policies of the organization and the specific tasks, procedures and the scope of the position.

9. **Support & Supervision** – Provide appropriate support and supervision and offer staff and volunteers the ability to give and receive feedback.

10. **Follow-up & Feedback** – Proactively seek feedback from program participants, clients and family members.

# Screening Tools - Last Thoughts



## Assessing the Screening Information You Collect

- The information you gather must be documented
- The more uniform the documentation methods, the easier it is to assess the qualifications, both in absolute terms and in relation to one another
- Impartiality is critical
- Be alert to “red flags”
- Beware false negatives
- Triangulation is the key to meaningful review



## Making the Decision

## Know the Limitations, Labour Law and Human Rights

***Risk Management & Human Resources best practices will generate reasonably sound and defensible screening and placement decisions.***

# Hiring the Best Person for the Job



**REVIEW**

1. **Protect your people**
2. **Assess the risks**
3. **Know the legal requirements and limitations**
4. **Screening is a multi-step and a process**
5. **Be consistent**
6. **Have policies and procedures in place**
7. **Hire the best person for the job**
8. **Remember: It's never "complete" or "done" – its an ongoing process**



# The Challenge ... Get Started



1. Identify your most critical risks
2. Review your policies & procedures
3. Build your tool-box of resources to hire the best staff



# Additional Resources



**Linda Graff & Associates** – Canadian author of best-selling books including:

- *Beyond Police Checks: The Definitive Volunteer and Employee Screening Guidebook*
- *BEST OF ALL - The Quick Reference Guide To Effective Volunteer Involvement*

<http://www.lindagraff.ca/books.html>

**The Screening Handbook 2012 Edition** – downloadable resource

<https://www.publicsafety.gc.ca/cnt/rsracs/pblctns/scrnng-hndbk/index-en.aspx>

**Imagine Canada / Sector Source**

- Risk Management Basics
- Insurance & Liability
- Guidelines & Checklists – for Boards, Financial, Staff & Volunteers, Fraud

<http://sectorsource.ca/managing-organization/risk-management/risk-management-basics>

**Charity Village** – Canadian source for non-profits news, training, resources, and more.

[https://charityvillage.com/volunteers\\_and\\_risk\\_management\\_for\\_canadian\\_nonprofits\\_and\\_charities/](https://charityvillage.com/volunteers_and_risk_management_for_canadian_nonprofits_and_charities/)

**Volunteer Canada** – a treasure trove of resources that are helpful not only for volunteer engagement but also for employee practices. Include downloadable resources on screening.

<https://volunteer.ca/index.php?MenuItemID=337>

# Additional Resources



**Saskatchewan Human Rights Commission** - information on your rights, and responsibilities, duty to accommodate, educational resources and more. <https://saskatchewanhumanrights.ca/>

**Saskatchewan Employment Standards** - information on employment standards and workplace rights and responsibilities for both employers and employees. Also include info on Saskatchewan legislative acts and regulations pertaining to employment and labour. <https://www.saskatchewan.ca/business/employment-standards>

**Labour Relations and Workplace Safety** – information on creating and maintaining healthy and safe workplaces, employment and occupational health and safety standards, and youth in the workplace. <https://www.saskatchewan.ca/government/government-structure/ministries/labour-relations-and-workplace-safety>

# Additional Resources



## Criminal Record Check & Vulnerable Sector Check Info

<https://mycrc.ca>

<https://www.rcmp-grc.gc.ca/en/where-do-get-a-criminal-record-check>

<https://saskatoonpolice.ca/recordcheck/>

Lots of relevant information including:

- Criminal Record Check
- Name-based criminal record checks
- Certified criminal record checks
- Police Information Check
- Vulnerable Sector Check
- Working in the vulnerable sector
- Process





# SaskAbilities Camp Easter Seal



Contact me:

Christine Epp  
Manager, Camp Easter Seal  
SaskAbilities

[cepp@saskabilities.ca](mailto:cepp@saskabilities.ca)

**THINK SAFE**  
**ACT SAFE**  
**BE SAFE**