
Policy Type:	Volunteer – Youth Policies and Procedures	7.2
Policy Title:	Criminal Record Check/Vulnerable Sector Check	
Adopted:	May 15, 2018	
Reviewed and/or amended:	May 2022	

The OAAS adheres to procedures recommended by the RCMP in regard to criminal record checks for not-for-profit organizations serving youth. All directors must complete an appropriate criminal record check for initial approval. Subsequently, directors must complete a criminal record check every three years (36 months from the date of their previously filed criminal record check).

This policy applies to all OAAS provincial and district staff, directors, executive and volunteers working with youth.

The OAAS strongly recommends that volunteers who are involved with mentorship of youth have a criminal record check.

Volunteers: Require an appropriate criminal record check every three years, however, if there is break in service during that time, a new one will be required.

Acceptance of Vulnerable Sector Check / Criminal Record Check

An appropriate criminal record check must be an original, bear an authorized signature and stamp of the local police service jurisdiction, and will be reviewed and a true copy signed by the manager will remain on file with OAAS.

In the case of a volunteer working with youth at an agricultural society event the OAAS recommends that the criminal record check will be signed by the agricultural society president and secretary and remain on file with the society.

Acceptance of Criminal record check completed for Outside Organizations

OAAS will accept a Criminal record check previously completed for another volunteer agency provided that:

- The criminal record check very clearly includes all the required searches.
- It is less than 36 months old when received by OAAS based upon the police agency date stamp of completion.

Acceptance of On-Line Police Checks

Criminal record checks completed by an outside organization using the services of an approved agency will be accepted by OAAS providing the check was completed within thirty-six months.



Releasing Criminal record check information

Results of the police record information will only be released to the OAAS Executive as necessary. No third-party requests will be honoured unless judicially requested and bound by law.

Retained Copies of Criminal Record Check

File copies of criminal record check shall be retained as a permanent record and may be archived electronically.

Zero Tolerance

OAAS maintains a zero tolerance against individuals/volunteers who have charges or convictions relating to abuse, violence, sexual offences, crimes against children, weapons and selling of controlled drugs and substances. Individuals found to have these charges/convictions will not be accepted as volunteers.

Criminal Charges

Criminal convictions that lead the OAAS to believe that the safety of youth members, or the integrity of the OAAS will be jeopardized, may result in the non-acceptance or dismissal of an individual.

Volunteers with criminal charges or convictions may request their volunteer application or volunteer status be reviewed by the OAAS Appeals Committee.

Where a volunteer is currently charged with an offense their volunteer responsibility will be suspended and placed on hold. They can be considered for reinstatement once all legal proceedings are finalized.

If a volunteer has previously submitted a criminal record check and has a valid one on record but has been charged criminally since it was filed, it is the duty of the volunteer to disclose the fact that they have been charged criminally to their supervisor. Each situation will then be reviewed on a case-by-case basis by an OAAS Appeals Committee as to whether the volunteer may continue their service or be suspended or terminated.
