



Screening Policy

Revised December 2025

Screening Policy

Policy Level: (Board, ED, Staff, Program Directors, Course Conductors, Volunteer Instructors)

Approved on: April, 2017

Approved by: Board of
Directors

Purpose: Ontario Track3 depends on volunteer instructors, Program Directors, Course Conductors, and staff to carry out its mission. Serving the interests of children and young adults with special needs inherently involves interaction with a vulnerable sector population. This policy outlines the appropriate and necessary screening measures to ensure the safety of all our members, both volunteer and student.

Ongoing screening improves the safety and quality of our programs and reduces risks and liability.

Assessment of Risk

The first principle of screening is risk management, which simply means “What could go wrong here” and “How do we avoid it?” Risk management involves looking at the possibilities of loss or injury that might arise in programs, activities and services and taking steps to stop, minimize, prevent or eliminate them all together. This includes the Association’s obligation to take all reasonable measures to care for and protect their participants from harm. The need to screen an applicant is dictated by the nature of the position and its inherent level of risk. When determining risk we will consider such factors as the participant, the environment, the nature of the activity, the level of supervision and the nature of the relationship.

For example, a high/medium risk position is defined as a position in which our members are in direct contact with, or provide direct service to, vulnerable individuals, and in particular when the applicant will be in a position of trust, power or influence and whose contact is unsupervised and/or takes place off site.

Scope: This policy applies to all persons connected with Track3 in a position of elevated risk due to association with vulnerable sector individuals in the conduct of our programming. The various levels of Track3 volunteer members have been ranked according to the level of risk associated with that position and the appropriate screening measures have been assigned to each level of risk.

RISK ASSESSMENT:

- **Medium/High Risk Positions:** Red Jacket Volunteer Instructors,
- **Low Risk Positions:** Yellow Jacket Volunteer Instructors, Support Staff, Bus Captains, Central Office Staff, Board Members, Event Volunteers

SCREENING MEASURES:

MEDIUM / HIGH RISK

- Application Form
- Provide Reference/Referral
- Valid Police Records Check/Vulnerable Sector Screening Check preferred
- Evaluation by a Track3 Course Conductor, ideally at a Training/Certification Session

LOW RISK

- Application Form
- For Yellow Jacket Volunteer Instructors: Evaluation by a Track3 Course Conductor, ideally at a Training/Certification Session

Policy: All Track3 Volunteers will be assessed as either Medium/High or Low Risk depending on their chosen position and intended interaction within the Association. Appropriate screening procedures will be followed, consummate with the position.

Procedure: Upon applying for a volunteer position with Ontario Track3, volunteers will complete an application form. Questions of interest regarding volunteer engagement answered in the initial application will determine the level of screening measures required. This process will involve reference checking. All Track3 volunteers with a determined Medium or High Level risk assessment will be required to have completed this screening process before engagement with any Track3 students. **Police check screening will be valid for a period of 3 years. The check will be paid for by the volunteer.**

Responsibility: It is the responsibility of the ED to ensure that the highest standards of risk management protocols are followed.

Consequences: Failure to comply with the screening policy will result in a loss of volunteer privileges with Ontario Track3.