

Section: PROGRAMS
Topic: Volunteer Screening
Revised Date: November 15, 2022
Effective Date: October 14, 1993

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New Brunswick Special Olympics Volunteer Screening Policy

New Brunswick Special Olympics is a volunteer-based organization. As such, it depends on the efforts, actions, and judgement of volunteers.

However, SONB must ensure that those persons volunteering within the organization are appropriate for the task they will perform. Above all we must ensure the safety and well-being of all those involved with our programs. This means that some prospective volunteers will be turned away. Discrimination will **not** be tolerated – please refer to our Pan-Canadian Code of Conduct and Ethics policy for more information.

It is hoped that by following these guidelines that every effort is made to screen potential volunteers as to their suitability for SONB programs and finances.

1. All new and existing volunteers must complete a **Volunteer Registration Form**.
2. All volunteers with SONB must obtain a **Criminal Record Check with Vulnerable Sector and take Safe Sport**.
3. The Regional Coordinator makes a decision whether or not to place the volunteer.
4. Persons who have previously been convicted of child abuse (physical or mental injury, negligent treatment) or sexual offenses, fraud, or misappropriation of funds shall not be considered as a volunteer with SONB.
5. All placements are to include a six (6) month probationary period. If during this six-month period the volunteer's performance is less than acceptable, the volunteer is to be informed by the Regional Coordinator or SONB that their assistance is no longer required.

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Volunteer Conduct Policy

As a volunteer based organization SONB depends on the efforts, time, skills, and judgement of volunteers.

SONB must ensure that all persons volunteering within the organization are appropriate for the task they will perform. SONB must above all ensure the safety and well being of all those involved in SONB programs so that the integrity of SONB is not brought into question and that the programs offered are of high quality.

At times a volunteer's ability to live up to these high standards may be called into question.

The following steps are to be used when dealing with such a situation.

1. Ensure complete documentation of the incident which caused the concern about a particular volunteer. Information should include a description of the incident, dates and times, location, names of witnesses and supervisors.
2. Discuss the situation with the volunteer outlining the inappropriateness of the incident and alternative actions that could have been taken. Where the safety of those involved or the integrity of the organization is brought into question by the actions of the individual, contact Executive Director Jane McKeown (jmckeown@specialolympics.ca) immediately to discuss the handling of the situation.
3. Provide a written warning to the volunteer outlining the concern, detailing what is expected and a time-line by which such changes are required. A copy of this letter must be filed with SONB.
4. To protect all involved, it is important to have documentation of the volunteer's continued inappropriate behaviour and the efforts taken to positively shape this behaviour to an acceptable level.
5. Should the behaviour in question not improve, it may be necessary to suspend a volunteer for a set period of time. It is important that the suspension reflect the seriousness of the incident.
6. If it is SONB introducing the suspension, the Provincial Office will notify the appropriate Region of the action.
7. Before the volunteer re-enters a Special Olympics Program, ensure that the volunteer knows and understands the expectations of him/her.

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8. If upon re-entry, the volunteer continues to demonstrate inappropriate behaviour, it will be necessary to suspend the volunteer for an indefinite period of time.
9. Register the volunteer's suspension with SONB so that the volunteer's registration in another Region is avoided.
10. The suspension may be appealed by contacting the Regional Coordinator of the Region which initiated the action. An individual wishing to appeal the decision will file a request in writing to the Regional Coordinator with a copy sent to SONB. The Regional Coordinator will be responsible for appointing a committee of three (3) impartial individuals to complete the appeal. Please refer to our Pan-Canadian Appeal Policy.