



SHUSWAP DOJO

CRIMINAL RECORD CHECK POLICY

12 OCTOBER 2024

1 Purpose

The purpose of the Shuswap Dojo Criminal Record Check policy is to ensure that we uphold the highest level of care owed to our students pursuant to the BC Criminal Records Review Act.

This policy is to be read in conjunction with the Shuswap Dojo Policy to Safeguard Students as well as the Shuswap Dojo Code of Ethics and Conduct.

2 Background

In accordance with the BC Criminal Records Review Act, organizations must ensure that people who work with children under 19 years old or vulnerable adults obtain a Criminal Record Check through the Criminal Records Review Program. Volunteer organizations are covered by the Act if “The organization has volunteers that work with children under 19 or vulnerable adults. Volunteers cannot have any monetary compensation, including gift cards”. The Shuswap Dojo falls within this category. There are no associated fees for volunteer organizations.

3 Policy

All Shuswap Dojo Black Belts must undergo a Criminal Record Check **every 5 years**. Black Belts who do not apply for a Criminal Record Check or apply but are not cleared to work with children under 19 or vulnerable adults, cannot be members nor instructors of the Shuswap Dojo.

4 Procedure

The Shuswap Dojo is registered with the BC Criminal Records Review Program as a volunteer organization and has a secure website portal to track the status of the Black Belt Criminal Record Checks. The procedure to obtain a Criminal Record Check is as follows:

- a) A Black Belt receives (via e-mail) a request from the BC Criminal Records Review Program to submit a Criminal Record Check application. The e-mail includes a secure link to fill out and submit the application online. Step by step instructions are provided.
- b) The application must be submitted within 14 days of receiving the e-mail. If the application is not submitted within the 14-day period, the Black Belt cannot attend classes until the application has been submitted.
- c) After submission, the Black Belt receives a confirmation e-mail within 24 to 48 hours. The e-mail includes a secure link to check the status of your application. **Do not delete this e-mail.** The status of your application can be checked at any time online.
- d) In some cases, fingerprinting may be required. This is because during the processing of the application, an individual was found with a history of sexual offense who has a similar combination of name and/or sex and/or date of birth as the applicant. **This is not an accusation of criminal**

activity or guilt; fingerprinting is a common requirement when completing a Criminal Record Check for working with the vulnerable sector. The Black Belt will receive an e-mail/letter from the Criminal Records Review Program if fingerprinting is required. If so, the Black Belt is to call the Salmon Arm RCMP Detachment for make an appointment (fingerprinting is only done on Wednesdays). There is no fee for fingerprinting. For Black Belts living outside of the Shuswap area, the Chief Instructor will advise which RCMP Detachment to contact.

- e) Criminal Record Checks normally take a minimum of 20 days to process. The criminal record search is limited to the relevant or specified offences listed in the Criminal Records Review Act on the date the check was done. Upon completion, the Criminal Records Review Program will notify the Chief Instructor of the result.
- f) After successfully completing the Criminal Record Check process and cleared to work with children under 19 and vulnerable adults, Black Belts are required to report any future charges or convictions for criminal offences to the Chief Instructor; should this occur, a new application for a Criminal Record Check must be submitted.
- g) The status of all Dojo Criminal Record Checks applications is automatically recorded on the Criminal Records Review Program Shuswap Dojo secure portal. Only the Chief Instructor has access, with the Assistant Chief Instructor as back-up in case of emergency.

Jean-Luc Desgroseilliers
Chief Instructor