



CANADIAN MATHEMATICAL SOCIETY

**CMS PERSONNEL SCREENING POLICY FOR ACTIVITIES
INVOLVING MINORS**

Revised: April 22, 2026

Preamble

The Canadian Mathematical Society (CMS) is committed to providing a safe, respectful, and inclusive environment for all participants in its programs and activities, particularly children and youth participating in our competitions and CMS-managed camps. CMS recognizes its duty-of-care to safeguard participants and to take reasonable steps to prevent harm.

This policy is informed by Public Safety Canada's *Screening Handbook* and reflects recognized best practices for safeguarding children and youth in volunteer-based organizations. Police records checks form one important component of a broader, ongoing screening and risk management framework.

1. Definitions

CMS Personnel

For the purposes of this policy, “CMS Personnel” includes all employees, volunteers, contractors, consultants, coaches, officials, chaperones, and any other adults authorized by the Canadian Mathematical Society to participate in or support CMS programs or activities, whether paid or unpaid.

Minors

For the purposes of this policy, “Minors” refers to children or youth under the age of legal adulthood in the applicable jurisdiction.

Activities Involving Minors

For the purposes of this policy, “Activities Involving Minors” refers to activities in which CMS Personnel:

- are physically present with Minors in the context of a CMS-organized or CMS-endorsed program, event, or activity; and
- have responsibility for the supervision, instruction, evaluation, mentoring, care, or oversight of Minors; and/or
- may have unsupervised or one-on-one contact with Minors.

Activities Involving Minors include, without limitation, in-person competitions, camps, workshops, training sessions, enrichment programs, travel, accommodation, or other events where CMS Personnel are entrusted with the care, supervision, or guidance of Minors.

Limited Virtual Activities

Online or virtual interactions are included as Activities Involving Minors only where CMS Personnel:

- provide instruction, coaching, mentoring, or supervision to Minors; and

- interact with Minors in a direct, ongoing, or one-on-one capacity through CMS-administered or CMS-endorsed platforms.

Exclusions

The following do not, on their own, constitute Activities Involving Minors for the purposes of this policy:

- incidental, infrequent, or one-time contact with Minors;
- administrative, logistical, or transactional communications (including email correspondence related to registration, scheduling, results, or general inquiries);
- group communications where CMS Personnel do not supervise or exercise authority over Minors;
- passive access to information about Minors without direct interaction.

CMS retains discretion to determine, in exceptional circumstances, that a role involving virtual interaction presents a level of risk comparable to in-person Activities Involving Minors and requires screening under this policy.

Primary Screening Document

A “Primary Screening Document” is a police-issued or government-issued criminal records check, vulnerable sector check, or equivalent official document obtained from a competent authority, used to assess an individual’s suitability to engage in Activities Involving Minors.

Acceptable Primary Screening Documents vary by jurisdiction and are set out in Sections 6 and 7 of this policy.

Offence Declaration

A signed declaration by CMS Personnel confirming the absence of criminal charges or convictions relevant to working with Minors since the date of the most recent Primary Screening Document.

2. Purpose

The purpose of this policy is to establish clear, consistent, and defensible requirements for the screening of CMS Personnel, including the use of police records checks and equivalent documentation, in order to:

- reduce risk to children and youth;
- support informed decision-making about CMS Personnel suitability; and
- meet CMS's governance, safeguarding, and duty-of-care obligations.

3. Scope

This policy applies to all CMS Personnel, whether paid or unpaid, whose roles include Activities Involving Minors, as defined in Section 1.

This includes, without limitation, CMS Personnel who:

- work directly with Minors; and/or
- are placed in a position of trust or authority in relation to Minors; and/or
- may have direct or unsupervised contact with Minors during CMS-organized or CMS-endorsed activities.

This policy applies to CMS Personnel involved in, but not limited to:

- training and coaching programs;
- competitions and enrichment activities;
- camps or workshops;
- travel to or from events.

Where uncertainty exists, CMS will determine whether a role falls within the scope of this policy based on the nature of the activities and associated level of risk.

4. Guiding Principles

CMS recognizes that:

- Police records checks are only one element of effective screening.
- Screening requirements must be reasonable, proportionate, and risk-based.
- Screening is an ongoing process, not a one-time event.
- There is no single international equivalent to a Canadian Vulnerable Sector Check.
- CMS retains discretion to assess documentation in light of the specific role and whether it involves Activities Involving Minors.

CMS further recognizes that screening requirements may impose direct costs on CMS Personnel. CMS will reimburse all reasonable fees associated with required screening processes, including police records checks, vulnerable sector checks, fingerprinting, and equivalent international documentation, in accordance with CMS financial policies.

5. Screening Compliance Framework

CMS requires all CMS Personnel to be in current screening compliance at the time they engage in Activities Involving Minors.

5.1 Acceptable Forms of Compliance

An individual is considered currently compliant if one of the following conditions is met:

- a) **Recent Primary Screening:** CMS holds a Primary Screening Document issued within the preceding 12 months. Primary Screening documents are stored and referenced for up to five years, then destroyed.
- b) **Bridged Screening:** CMS holds:
 - a Primary Screening Document older than 12 months but deemed acceptable by CMS; and

- an **Offence Declaration** completed and dated within the preceding 12 months, confirming that no relevant charges or convictions have occurred since the Primary Screening Document was issued.

5.2 Initial Screening for New or Returning Personnel

For CMS Personnel who are:

- newly engaged; or
- returning after a break in service; or
- assuming a role that newly includes Activities Involving Minors;

the Primary Screening Document must have been issued within the preceding six months.

CMS may, at its discretion, accept a recent Primary Screening Document supplemented by an Offence Declaration where appropriate.

5.3 Ongoing Annual Compliance

CMS requires that at least one screening document (either a Primary Screening Document or an Offence Declaration) be on file and dated within 12 months of any Activities Involving Minors.

CMS may, at its discretion, require a new Primary Screening Document where it determines that an existing document is no longer sufficiently recent or reliable to support Bridged Screening.

Failure to maintain uninterrupted annual compliance, as determined by CMS, may result in suspension or removal from Activities Involving Minors until compliance is restored.

6. Qualifying Primary Screening Documents

CMS recognizes that screening documentation varies by jurisdiction. The following documents may be accepted as Primary Screening Documents, subject to CMS review.

6.1 Canadian Residents

- **Police Records Check including a Vulnerable Sector Check (VSC)** issued by a Canadian police service.

6.2 United States Residents

One or more of the following, as determined appropriate by CMS:

- **FBI Identity History Summary Check** (fingerprint-based);
- **U.S. National Sex Offender Public Website (NSOPW)** check;
- **State-level criminal background check.**

6.3 Residents of Other Countries

- National police certificate, criminal record extract, or equivalent documentation issued by the appropriate authority; and/or
- additional documentation as required by CMS to reasonably assess risk.

CMS acknowledges that international documentation varies in scope and reliability and will assess such records in context.

The CMS is willing to provide, without charge, a request letter for the CMS Personnel to give to the Police or authorized government body to describe the reason for the request, the nature of the activities, and provide a contact at the CMS in case the authority requires further information or clarification.

7. Offence Declarations

An **Offence Declaration** is a signed statement, as described in Section 1, confirming that no criminal charges or convictions relevant to working with Minors have occurred since the date of the most recent Primary Screening Document on file.

Offence Declarations:

- must be dated within the preceding **12 months** to support current compliance;
- may be required annually or at any time at CMS's discretion;
- must be sent to the CMS with revised information whenever a new charge or conviction is issued, unless the person officially resigns from the position involving Minors;
- must be truthful and complete.

Failure to disclose relevant information may result in removal from duties and/or termination of engagement.

Standardized forms for Offence Declarations are available from CMS on request.

8. Confidentiality and Records Management

- All screening documentation is treated as confidential.
- Access is restricted to authorized CMS individuals and management.
- Records are retained only as long as reasonably necessary for safeguarding, compliance, and governance purposes.
- All screening documentation will be collected and stored in compliance with applicable provincial privacy legislation.

9. Additional Safeguards

CMS may implement additional safeguarding measures alongside police checks, including but not limited to:

- codes of conduct;
- supervision and contact guidelines;
- training and orientation;
- designated safeguarding contacts;
- event-specific risk-mitigation protocols.

10. Authority and Review

- CMS reserves the right to determine CMS Personnel eligibility based on screening outcomes.
- This policy is reviewed periodically and updated as required to reflect changes in law, guidance, or best practices.