

Volunteer Screening

The Importance of Screening

Screening is conducted to mitigate risk to the client, the volunteer and to the organization. Screening is always based on the volunteer role description. Many refugee supporting roles will require some level of screening. Those dealing directly with the refugee families will require the highest level of screening. Choose the screening tools that will best support the volunteer's role.

The 10 steps of screening give clear guidelines for development screening policies and practices.

10 Steps of Screening

1. Assessment

Identify and assess the risks and essential components of each program and related positions.

2. Position-Assignment

Write meaningful, complete and accurate position descriptions.

3. Recruitment

Develop fair and consistent selection systems and include key information about the organization and position in promotional material.

4. Application Forms

Request standard information about the applicant and specific information related to the position.

5. Interview

Develop specific questions and a consistent interview format for each position, with accurate and objective written records.

6. References

Check references in accordance with pre-determined position requirement and comply with legislation.

7. Police Checks

Asses the risks associated with the position to determine whether or not a Police Check is required. Review information from a Police Check report as it relates to the requirements of the volunteer assignment. Request a Vulnerable Sector Check, when appropriate, and in accordance with relevant legislation.

8. Orientation and Training

Provide clear information about the mission, values and policies of the organization and the specific tasks, procedures and scope of the position.

9. Support and Supervision

Provide appropriate support and supervision and offer volunteers the ability to give and receive feedback.

10. Follow-up and Feedback

Proactively seek feedback from program participants, clients, patients and family members.

For the full 2012 Screening Handbook
<http://volunteer.ca/content/2012-screening-handbook>