

Screening standards

The following grid will assist organizations in determining what screening policies and procedures are already in place as well as in identifying the work they still have to do.

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Screening standards	In place	Not applicable	Needs revision	To be developed	To be followed up with	Assigned to	Start date	Completion date	Comments
1.0 The board understands their moral and ethical responsibility as well as their legal liability regarding "duty of care"									
1.1. The philosophy, values and principles underpinning the organization are clear and explicitly set out in brief written statements.									
1.2 The board is informed of the pertinent legislation and social policy, as well as the organization's moral and ethical obligation									
1.3 The board will establish policies and approve necessary administrative procedures to ensure the organization has appropriate screening measures thereby maintaining organizational consistency and standards									
1.4 The board will designate a budget, supporting education and maintenance of necessary staff and administrative needs to maintain a comprehensive screening program									

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1.5 The board will regularly audit the organization's screening process to meet the ever-changing legislation and social environment.									
2.0 The organization's management will have a person (s) designated to manage staff resources and implement a risk management process.									
2.1 A clear, written analysis of potential risks and consequent losses associated with each position within the organization is completed									
<p>2.2 Position descriptions will be reviewed and risks inherent or foreseeable in each have been identified. The risk management audit considers the following factors:</p> <p>2.2.1 The client</p> <p>2.2.2 The setting</p> <p>2.2.3 Nature of the position</p> <p>2.2.4 Supervision</p> <p>2.2.5 Nature of the relationship</p>									

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<p>2.3 In designing jobs the following will be assessed:</p> <p>2.3.1 Assessing the staff position</p> <p>2.3.2 Purpose of the position</p> <p>2.3.3 Nature of the position</p> <p>2.3.4 Scope of the position</p> <p>2.3.5 Accountability and risks involved</p> <p>Such a review will conclude whether to:</p> <p>2.3.6 Modify the position</p> <p>2.3.7 Discontinue the activity</p> <p>2.3.8 Transfer liability</p> <p>2.3.9 Accepts the risks as identified</p>									
<p>2.4 Appropriate screening measures will be selected and implemented for each position.</p>									
<p>2.5 Risk management policies will be written and communicated specific to:</p> <p>2.5.1 Rationale for screening</p> <p>2.5.2 Staff screening</p> <p>2.5.3 Confidentiality and record keeping</p> <p>2.5.4 Standard of care</p> <p>2.5.5 Acceptance and rejection of candidates</p> <p>2.5.6 Discipline and dismissal</p> <p>2.5.7 Authority for decision making</p>									

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<p>2.6 From pre-recruitment until the exit of volunteer, ongoing screening procedures will be followed addressing:</p> <p>2.6.1 Orientation/training 2.6.2 Probation periods 2.6.3 Buddy systems 2.6.4 Regular supervision 2.6.5 Evaluation 2.6.6 Random spot checks 2.6.7 Periodic reassignment 2.6.8 Updated police records checks</p>									
<p>3.0 The organization's management takes responsibility for clients seriously, and screens all applicants thoroughly accepting only those applicants who meet the identified requirements.</p>									
<p>3.1 Recruitment and promotional materials will regularly be reviewed for accuracy. Statements are clear and materials state all applicants are thoroughly screened.</p>									
<p>3.2 Based on the results of the risk management audit and job description analysis, measures will be selected from the following:</p> <p>3.2.1 Application form 3.2.2 Interview 3.2.3 Reference checks 3.2.4 Orientation and training 3.2.5 Medical checks 3.2.6 Police records checks 3.2.7 Child abuse register checks 3.2.8 Others</p>									

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<p>3.3 Application forms will:</p> <p>3.3.1 Comply with the human rights legislation</p> <p>3.3.2 Request general and preliminary information about an applicant</p> <p>3.3.3 Ask for specific and detailed information</p>									
4.0 All prospective volunteers are interviewed for each position									
4.1 Interviewers are trained and have a specific and consistent format, with specific questions to ask of applicants. I.e. driver's license might be used to identify individual									
<p>4.2 The type of interview procedures will reflect the level of risk involved. Consideration will be given to:</p> <p>4.2.1 One-on-one interviews</p> <p>4.2.2 Panel</p> <p>4.2.3 Series of interviews</p> <p>4.2.4 In-home interviews including client</p> <p>4.2.5 Specialized test or interview for certain position</p>									
4.3 Accurate and objective written records will be completed, meeting the human rights legislation. Records will be filed in a confidential environment, according to the human rights standards.									

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4.4 All parties involved understand the process for obtaining police records checks, sources of information assessed and how information is released, as well as the limitations of the information provided.									
4.5 Applicants will provide written consent for the organization to obtain personal information from police, medical and child abuse checks, only in the final stages of placement.									
5.0 All references are checked and completed on all applicants.									
5.1 Reference checks will comply with Human Rights Legislation									
5.2 A minimum of two references will be supplied from such sources as: 5.2.1 Business 5.2.2 Education 5.2.3 Previous work experience (paid or unpaid) 5.2.4 Family									
5.3 Position placement is conditional on receiving verified references									
5.4 The interviewer(s) will keep written records of all telephone references completed on an applicant									

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5.5 Applicants who do not have the necessary qualifications (based on the position requirements) will be refused									
6.0 Orientation and training is mandatory prior to a position being staffed.									
6.1 Each staff/volunteer will be provided with the philosophy, values and principles underpinning the organization.									
6.2 All staff/volunteers will be educated in their: 6.2.1 Roles and responsibilities 6.2.2 Issues of confidentiality 6.2.3 Limits of authority 6.2.4 Extent of responsibility, duty of care									
6.3 Each staff/volunteer will be provided a written policy and procedures manual.									
6.4 Position specific training will be provided.									
7.0 Administrative and management supports for screening measures will be in place ensuring the board's policies and procedures are implemented and enforced.									
7.1 Zero tolerance for any abuse will be demonstrated by: 7.1.1 Clearly written down policies and procedures 7.1.2 Implementing and enforcing policies and procedures 7.1.3 Timely reviews and revisions of issues and decisions									

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7.2 Ongoing staff/volunteer training, specific to their job and duty of care, within the changing environment will be provided.									
<p>7.3 An audit of supports and systems needed, to ensure success of screening measures, will be completed by reviewing the following:</p> <p>7.3.1 Communication of policies and procedures</p> <p>7.3.2 Administrative and clerical processes in place</p> <p>7.3.3 Information and materials</p> <p>7.3.4 Furniture (locking cabinets)</p> <p>7.3.5 Space (secure room/office)</p> <p>7.3.6 Documentation (job descriptions, application forms, etc.)</p> <p>7.3.7 Schedules for review of policies and procedures</p> <p>7.3.8 Destruction of confidential materials</p> <p>7.3.9 Reporting process</p> <p>7.3.10 Accountability</p> <p>7.3.11 Record-keeping policies and procedures for consistency and completeness.</p>									