

## **Volunteer Screening Manual**

# **Section Four Screening Process**

The screening requirements may vary from one volunteer position to another depending upon the level of risk associated with a particular ministry. A volunteer who is alone with a vulnerable individual, for example, necessitates a more thorough screening than a volunteer who participates in group setting. Nonetheless, there is always a risk. Screening begins before an individual begins volunteering and ends only after the individual leaves the ministry. The eleven-step process below is divided into three sections: Before Selecting Volunteers, Selection Process and Supporting Volunteers.

## **Twelve Step Process**

### **Before Selecting Volunteers:**

1. Determine the Risk
2. Position Description
3. Recruitment Process

### **Selection Process:**

4. Forms
5. Interviews
6. Reference Checks
7. Enhanced Police Information Check (EPIC) from Stirling Talent Solutions
8. Record Keeping and Confidentiality

### **Supporting Volunteers:**

9. Orientation and Training
10. Supervision/Evaluation
11. Participant Follow-up
12. Audit