

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 ten- 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
Record Keeping and Confidentiality

Supporting Volunteers:

8. Orientation and Training
9. Supervision/Evaluation
10. Participant Follow-up

