

Volunteer Screening Volunteer Screening & Policy Implementation Committee: VSPIC

Dear Volunteer with Visitation,

Thank you for your desire to share your time and gifts with the children, youth or other vulnerable populations of Woodlawn United Church. Without volunteers like you, we could not provide the programs and services that we do.

As we are sure you can appreciate, a top priority of the church is providing a safe environment for everyone. The Council of the church established a policy in line with the guidelines of the United Church of Canada for the appropriate protection of our children, youth and other vulnerable populations at Woodlawn United Church. The policy reads:

1.0 POLICY:

It is the policy of Woodlawn United Church to screen all adults who are volunteers in leadership positions with our children, youth and other vulnerable populations. Screening includes police record checks and child abuse registry completed every 5 (five) years and may also include other actions for the appropriate protection and safety of our children, youth and other vulnerable populations.

2.0 SCOPE:

This policy applies to all adults who work in a position of trust with children, youth and other vulnerable populations at Woodlawn United Church, Dartmouth, NS

The implementation: in order to implement the policy, the Woodlawn United Church Council has created this VSPIC Committee to oversee and conduct the screening procedure.

The procedure for volunteers is as follows:

1. Fill out the "Application Form" and return it to the VSPIC Committee by dropping it off at the office.
2. The committee will set up an interview time with you after going over the form, and may contact the references provided.
3. The interview will include at least two members of the committee.
4. A completed Police records check must be shown to a representative of VSPIC committee. The instructions are straight forward and the cost will be charged to whatever committee in Woodlawn United Church requires this screening. You can charge Woodlawn directly from the Police Station.
5. If you work with children and youth under 16, a child abuse registry check must also be presented.
5. Once these steps have been completed, the screening process is complete. The Police Records Check is your document. It will be returned to you and no copies will be made. If there is a conviction on the document, the committee will decide if it affects your ability to volunteer. Maintaining your privacy is essential and no details will be discussed outside of the committee.
6. The application process must be completed for each new position, however, the police check only needs to be completed once every 5 years.

Thank you for your cooperation and understanding in this matter. Together we can make our community of faith a place where everyone feels supported and safe.

VSPIC Committee