



Woodlawn United Church
**SCREENING OF VOLUNTEERS INVOLVED WIT CHILDREN, YOUTH
AND OTHER VULNERABLE POPULATIONS POLICY 120.0**
Approved at Council: April 21, 2010
Modified/Revised: February 21, 2018

PURPOSE

To ensure safety and due process when persons volunteer for leadership positions with our children, youth and other vulnerable populations.

POLICY

This policy applies to volunteers engaged in the delivery of programs for children, youth and other vulnerable populations in the service of Woodlawn United Church. People who require screening include Sunday School and Youth Group Teachers who may be alone with children, pastoral care visitors who may be alone when visiting people in the hospital or in their homes, and any others volunteer who may be alone with Children, Youth and other Vulnerable Populations.

The screening process includes police record checks (with vulnerable sector search) for all volunteers, and a child abuse registry check (for those working with children and youth), completed every 5 (five) years and includes other actions for the appropriate protection and safety of our children, youth and other vulnerable populations.

It is the responsibility of the Church Council to ensure there is a Volunteer Screening Policy & Implementation Committee (VSPIC) in place to execute the requirements of this policy. This Committee will be a committee of the Program team.

This VSPIC will be, at a minimum, composed of representatives from each of the following, one of whom will be the chair:

- Community of Care Committee
- Christian Development (CD) Committee
- Youth Team
- and a representative of the Ministry team

PROCEDURES

It is the responsibility of the Volunteer Screening Policy & Implementation Committee (VSPIC) to ensure there are appropriate procedures in place to fulfil the requirements of this policy. These include having the volunteer:

- fill out an application,
- provide References which may be checked by the VSPIC,
- be interviewed by no less than 2 members of the VSPIC who use the standard questions established by the committee,

- provide an original, current Police Record Check with Vulnerable Sector Search that the VSPIC will keep on file, at Woodlawn United Church will cover the cost of,
- if working with children and youth, the volunteer will also provide a current, original Child Abuse Registry Record which VSPC will retain on file.

Once these steps are completed, the VSPIC will determine the suitability of this person for their volunteer position. Having a Police Record does not preclude a person from being able to volunteer, however, the VSPIC will determine what classes of conviction would preclude a volunteer from a position of trust and authority.

Once the volunteer has completed all steps, and the VSPIC is satisfied they are suitable for the volunteer position they apply for, they are approved.

The volunteer must provide a current, original Police Record check every five years. For those working specifically with children and youth, a current and original Child Abuse Registry Check must also be provided every five years.

All supervision and evaluation processes are the responsibility of the overseeing committee. Any written evaluation should be documented, signed and filed. Should the committee overseeing the individual have any concerns about a the safety of a volunteer acting in their role, the VSPIC should be notified right away so that the issue may be dealt with.

1 The term "other vulnerable populations" is used to describe others who, although chronologically adults (over the age of nineteen) may be particularly vulnerable to persuasion, coercion, un-due influence, or physical control from those who have power, authority or leadership over them. As an example, persons who are Developmentally Challenged should be considered part of a "vulnerable population." In addition, persons might be vulnerable due to age, disease, dementia, physical or mental infirmity or other cultural differences. While these examples illustrate some of the persons who may be classified as "other vulnerable population" they are not intended to represent all cases and therefore this list should not be considered complete and exclusive

FOR OFFICE USE ONLY: PLEASE NOTE BELOW THE PURPOSE OF ANY CHANGES, ADDITIONS, OR AMENDMENTS TO THE POLICY.

Date of Revision: _____

Committee: _____

Reason for Revision:
