



### Volunteer Screening and Criminal Reference Check Policy

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#### Policy Statement:

Potential volunteers will be screened by the Volunteer Department according to the position's level of risk. Multiple tools will be used for screening starting with the assessment of the volunteer positions and job descriptions. During the recruitment process, the application, interview, and if applicable character references and the vulnerable sector screening will be implemented.

#### Procedures:

1. Each volunteer will provide contact information for two references, preferably from non family members when the level of risk of the volunteer position requires it.
2. If the candidate is deemed suitable for the position based on the interview results the Volunteer Resource Specialist or a designate will conduct reference checks.
3. The references will be asked standardized questions listed on the Volunteer Reference Questions Checklist.
4. Where applicable, reference checks must be completed prior to the volunteer being offered a position.
5. Where applicable, the Volunteer Resource Specialist will inform the candidate of the process of getting a vulnerable sector screening.
6. A Vulnerable Sector Check must be returned before the volunteer may be offered a position based on the results.
7. CCS will adhere to all requirements in the Youth Criminal Justice Act should it have staff, volunteers or others who are 18 years of age or younger.
8. In the event the Vulnerable Sector Check is returned indicating that there is a report, the candidate can then decide if they would like to share this information or not. If they choose not to they will not be considered for a volunteer position with CCS.
9. If they do proceed with sharing the report, this information will be shared between the Volunteer Resource Specialist and the Director of Community Resources where they will determine if there is a suitable volunteer position within CCS to offer to the candidate. Not all candidates will be offered a volunteer role if it is determined that the specific details of the offence/offences make it impossible for the candidate to meet the requirements of CCS's current volunteer positions.

The information provided will be reviewed taking into consideration the following:

- Nature of the offence

- Sentencing received
  - The length of time since the offence was committed
  - The volunteer’s qualifications and references
  - The specified duties and responsibilities associated with the position applied for and the relevance of the particular conviction to the position
  - The risk posed to the program/clients as a result of assigning them volunteer work
10. CCS is committed to adhering to the Ontario Human Rights Code in conjunction with ensuring the on-going safety of its service recipients. Under no circumstances will a Vulnerable Sector Check be used to discriminate against potential applicants. Efforts to accommodate individual differences will be made up to the point of ‘undue hardship’. Undue hardship can include those situations where the health and safety of others is put at risk.
11. A copy of the completed Vulnerable Sector Check will be kept in the volunteer’s file along with notes made on any discussion and the rationale for the decision that was reached. These will be retained in a separate envelope if the volunteer accepts the volunteer position and stored in their locked file.
12. Volunteers who are interested in roles where driving clients (designated transportation volunteer driver) is required will be asked to produce their driver’s license, insurance information and to complete a drivers’ abstract, the cost of this will be covered by CCS. Photocopies of these will be kept on file. All other volunteers who drive while conducting business for CCS are required to sign an Automobile and Insurance Acknowledgement.

<b>Screening Level</b>	<b>Type of Position</b>	<b>Screening Requirement</b>
1	Low Risk – More than three CCS or agency adult staff where the volunteer is working	Interview Process
2	Medium Risk – Less than three CCS or agency adult staff where the volunteer is working	Interview Process along with 2 character references
3	High Risk – Less than two CCS or agency where the volunteer is working or where the volunteer is working with the vulnerable sector	Interview Process along with 2 character references along with a successful Vulnerable Sector Check

**References:**

Volunteer Involvement, Recruitment, Selection and Nepotism  
 Volunteer Reference Check Questions  
 Ontario Human Rights Code  
 Ontario Provincial Police

Date Developed: August 2015

Date Approved: November 2015