



**Statement of Policy**  
Policy No. 100-46-2016  
Effective: June 6, 2016  
Revised:  
Formerly:

**TITLE: Volunteer Screening Policy**

**Rationale:**

The Council of the Township of Lucan Biddulph wants to ensure that there are guidelines for screening Parks and Recreation volunteers who are working in a position of trust. This policy is based on the '10 Steps of Screening' as developed by Volunteer Canada through the Ontario Screening Initiative. To this end the following policy has been established.

**Details:**

Parks & Recreation Department

1. For the purposes of this policy, Direct Volunteers means volunteers specifically sought out for the purposes of Parks and Recreation programs, including, but not limited to:

- Summer Camp Volunteers
- Pool Volunteers
- Drop-in Gym Volunteers
- General Program Volunteers
- Instructor Volunteers for programs
- Craft Show Volunteers

This policy does not apply to:

- Special event volunteers (for a period of less than one day)
- Volunteers of affiliated groups such as neighborhood associations and minor sports groups
- 3<sup>rd</sup> party volunteers not directly affiliated

2. All direct volunteers for the Parks and Recreation department will be subject to screening based on the level of risk that their position has.

- **Regular screening:** Positions in which a volunteer is not working directly with children or vulnerable adults, handling large amount of cash, or access to confidential information.

All new volunteers will be required to submit an application (See Appendix 1) outlining their basic position description, any training given, and basic contact information.

- **Additional Screening:** Positions where a volunteer is working directly with children or vulnerable adults; handles large amounts of cash; or has access to confidential information

All new volunteers will be required to submit an application as listed above, but also to supply at least one (1) reference and if over the age of 18, are required to submit a vulnerable sector check.

3. Why Screen?

Volunteer screening serves two main purposes:

- To create and maintain a safe environment
- To ensure an appropriate match between volunteer and task

The process of screening includes assessing risk, providing a description of volunteer duties, and determining if your volunteer fits with the position assigned to them.

4. Steps for Screening:

Refer to Appendix 2 for 'The Safe Steps', which are adapted from the 2012 Safe Steps Volunteer Screening Program from Volunteer Ontario.

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Mayor

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Clerk