

Rural Supplement

Safe Steps Volunteer Screening Workbook

A reflection of the new age of volunteering in rural Ontario

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A. INTRODUCTION



The Ontario Screening Initiative (OSI), a community-based project spearheaded by Volunteer Canada, in partnership with the Government of Ontario's Ministry of Citizenship, is designed to guide and support grassroots organizations in adapting screening practices and policies to their particular needs. To support the screening initiative, Volunteer Canada has developed Safe Steps Volunteer Screening Workbooks, and now Volunteer Canada and The Ontario Rural Council's Voluntary Sector Working Group have collaborated to develop this rural supplement to address the unique challenges for organizations in rural Ontario.

The supplement has been developed to serve the needs of:

- the individual who is introducing screening into his or her organization;
- the manager/coordinator of volunteers;
- the trainer (volunteer or staff).

Screening is an ongoing 10-step process designed to identify any person (volunteer or staff) who might harm children or vulnerable adults.

Volunteer screening serves two main purposes: to create and maintain a safe environment and to ensure an appropriate match between volunteer and assignment. Implementation of Volunteer Canada's Safe Steps Volunteer Screening Program will help volunteer groups safeguard children and vulnerable adults. It will also safeguard your organization from any claim that it did not meet the appropriate standard of care.

The Ontario Rural Council (TORC) is one of the five provincial-level voluntary sector organizations carrying out this project. The other groups are Sports Alliance of Ontario, Parks & Recreation Ontario, Ontario Community Support Association and a coalition of faith groups (Anglican, Catholic, United and Unitarian).

TORC is a coalition of 40 provincial non-profit associations, corporations, governments, and individual and regional representatives who share a commitment to building strong and healthy rural communities and organizations. Its mandate is to act as a catalyst for rural dialogue, collaboration and action. The goals of the council are to strengthen rural voices within the provincial arena and to raise awareness related to unique rural issues, assets and values.

The rural supplement developed with the input of representatives of these groups will address the need for screening and the challenges inherent in providing screening in rural communities. The supplement reviews the Safe Steps, and it offers successful examples to help you with the process of screening in your organization and your community.

B. VOLUNTEERING IN RURAL ONTARIO: BACKGROUND AND OVERVIEW

Volunteer Facts

- Volunteers have always been integral to the rural community. They are providing higher levels of service and support than ever before.
- In 2000, the work of Canadian volunteers was valued at almost \$20 billion and they contributed work equivalent to 549,000 full-time jobs¹.
- Today's volunteers are employed, well educated and short of time.
- Increasing age of membership and problems recruiting new members has implications for survivability, effectiveness and leadership in volunteer organizations.
- Rural volunteers incur more personal expenses than urban volunteers do.
- There is a lack of volunteers and therefore competition for volunteers.
- There is an increasing demand for services, funding and support from within the rural community.
- Many volunteer positions require a high skill level.
- Sometimes, rural volunteers sense a feeling of isolation from "parent" or higher-level organizations and from the broader non-profit and voluntary sector community.
- In some rural areas, there is a lack of electronic communications skills and capacity in rural areas.

The face of rural Ontario is changing. The restructuring and change within government services and other provincial ministries, the municipal council amalgamations and the closures of rural schools have all contributed to a weakness in the fabric of rural society. The last 70 years has seen a consistent decline of the farm population

and a rapidly increasing non-farm population in rural Ontario. (See Appendix A.)

All of this translates into changes in traditional volunteer patterns and sources of volunteer opportunities.

Volunteerism is increasingly linked to the vitality and prosperity of a community, and volunteer organizations fill key roles in providing community leadership and services. Rural Ontario needs a strong and diverse volunteer base it can rely on to create and maintain quality of life.

Professionalism and accountability within a volunteer organization not only contribute to the strength of the organization but make it more appealing to the volunteer.

While some volunteer centres cover rural areas in Ontario, they are not always linked with the local volunteer-based rural organizations. For instance, Volunteer Ottawa covers some rural areas, but may not have a direct link to every country fair association which relies on volunteers. This lack of formal infrastructure to provide support and leadership to rural organizations has left many of the sectors within the volunteer community without clear direction regarding coordination of programs such as Safe Steps.

Who should take the lead on initiatives such as the Safe Steps Program, when volunteers already have so many things on their plates? Who prioritizes what needs to be done? The intent of this document is to underline the importance of an organization or individual taking the lead and making Safe Steps a priority.

1. Hall, Michael, Larry McKeown and Karen Roberts. **Caring Canadians, Involved Canadians: Highlights from the 2000 National Survey of Giving, Volunteering and Participating**, Canada, Minister of Industry (Statistics Canada), p. 32

C. WHY SCREEN?



The answer is simple. We want to do a better job protecting participants and clients. It is much easier to ensure that people take on the responsibilities that suit them best than to spend the organization's resources to deal with problems that arise from poor recruiting. Organizations are not obliged to accept everyone who wants to volunteer; however they are obliged to do everything reasonable to protect those in their care.

Educating participants, coaches, managers, leaders and volunteers about abuse and harassment is very important. However, it is not enough! As soon as any organization opens for business – whether run by staff or volunteers – it has a moral, legal and ethical responsibility to appropriately screen all workers, including volunteers. Screening is not only the right thing to do but it is required under the principle of "duty of care".

"Duty of care" is a legal principle that identifies the obligation of individuals and organizations to take reasonable measures to care for and protect their clients. It is important to understand that Canadian courts will hold organizations responsible for screening their staff and volunteers carefully. *(For an explanation of this and other legal terms, refer to Appendix B.)*

D. SAFE STEPS VOLUNTEER SCREENING PROCESS

Volunteer Canada's Safe Steps program is a comprehensive guide to making screening an integral part of your organization's program or service delivery. It outlines ten steps; most of them will be things your agency already does, though you may not have thought of them as screening tools before.

Note: The Safe Steps workbook is much like a menu – you need only select those steps that apply specifically to positions within your organization. Use this as your checklist when you do an assessment of your organization. The key to a successful screening program is to use the steps in a way that best suits your organization.

Please refer to your Safe Steps workbook for more detail about each of the following steps:

SAFE STEPS	HINTS
<p>1. Determine the risk Organizations can control the risk in their programs. Examining the potential for danger in programs and services may lead to preventing or eliminating the risk altogether.</p>	<p>Consider assigning "homework" following a preliminary information session to get participants to think about high-risk volunteer positions in their organization. Then, when they are introduced to risk as the first step in the Safe Steps training session, they will have thought about a high-risk situation and can move forward to assess it and develop a risk profile for their organization.</p>
<p>2. Write a clear position description Careful position descriptions send the message that an organization is serious about screening its staff, volunteers and members. Responsibilities and expectations can be clearly set out, right down to the position's dos and don'ts. A clear position description indicates the screening requirements. When a volunteer changes positions, the screening procedures may change as well.</p> <p>Call your local 4-H Association or Big Brothers and Big Sisters and ask to see their job descriptions.</p>	<p>Every coach in the Ontario Minor Hockey League must take a one-day course, and usually attends a coaching meeting, for the local association. This may be an opportunity to introduce the Safe Steps and to discuss job descriptions.</p>

SAFE STEPS	HINTS
<p>3. Establish a formal recruitment process Whether an agency posts notices for volunteer positions or sends home flyers, it must indicate that screening is part of the application process to get new volunteers.</p>	<p>"Begging and pleading" are no longer acceptable recruiting practices. Your organization needs a process which will enable volunteers to find the most appropriate place to volunteer and through which they will receive support and feedback.</p>
<p>4. Use an application form The application form provides needed contact information. If the volunteer position requires other screening measures (medical exam, driver's record, Police Records Check), the application form will ask for permission to do this additional screening.</p>	<p>The Lindsay & District Chamber of Commerce has done an excellent job of adapting materials from Volunteer Canada to change its recruitment process and has kindly shared the information for use in this supplement. Please see Appendix C.</p>
<p>5. Conduct interviews The interview provides not only an opportunity to talk to the potential volunteer about his/her background, skills, interests, and availability, but also to explore any doubts about the suitability of the candidate. In other words, the interview will help determine the "right fit". This also gives you the other areas of interest in which your volunteers might be willing to work.</p>	<p>4H Ontario has standard questions regarding interviews and how to ask for references. <i>For more information on 4-H Ontario's process, see Appendix D.</i></p>
<p>6. Follow up on references By identifying the level of trust required in the position and asking specific questions, the applicant's suitability may be easier to determine. People often do not expect that their references will be checked. Do not assume that any one who has agreed to serve as a reference will only speak well of the applicant.</p>	<p>Do you really KNOW who is in your community? To combat the "everybody knows everybody" syndrome, one strategy to consider would be to underline the need for recruitment of new members that people may not know and then implement the "new" policy for everyone. Start with those introducing the screening process and lead by example.</p>
<p>7. Request a Police Records Check A Police Records Check (PRC) is just one step in a 10-step screening process. PRCs signal – in a very public way – that the organization is concerned about the safety of its participants.</p>	<p>Remember a police check is only ONE of the ten steps. All of the steps are important.</p>

SAFE STEPS	HINTS
<p>8. Conduct orientation and training sessions Screening does not end once the volunteer is in place. Orientation and training sessions offer an opportunity to observe volunteers in a different setting. These sessions also allow organizations to inform volunteers about the policies, procedures and mandate of the organization. A period of probation gives both the organization and the volunteer time to learn more about each other.</p> <p>4-H Ontario's operating policies state that volunteers are expected to attend a training workshop determined by their local 4-H Association. Only screened volunteers have access to resources and participation in 4-H events.</p>	<p>Training sessions add value to volunteer programs. The 2000 National Survey of Giving, Volunteering and Participating found that people volunteer to both use and improve their skills.</p>
<p>9. Supervise and evaluate The identified level of risk associated with a volunteer position will determine the necessary degree of supervision and evaluation. If the risk is great, it follows that the volunteer will be under close supervision. Frequent feedback in the first year is particularly important. Evaluations must be based on the position descriptions previously established in Step 2.</p> <p>During an evaluation, you can garner valuable feedback about your organization from the volunteer.</p>	<p>Someone in your organization must be chosen to evaluate the volunteer at least once a year - more often in high-risk situations.</p>
<p>10. Follow up with program participants Volunteers should be made aware of any follow-up activities that may occur. These could include spot checks for volunteers in high-risk positions.</p>	<p>Follow up should be part of the screening strategy, but it can be quite informal and still be effective.</p>

Recommendations

- Following an orientation and Safe Steps workshop, if volunteer "trainers" are still not comfortable with legal issues such as duty of care or vicarious liability, the training may need to be supplemented by a human resources expert. Contact a volunteer centre or a business with human resource personnel in your area. Also check out the Volunteer Canada Web site at www.volunteer.ca
- More people in the rural community need to be trained in, and to have a thorough knowledge of, the Safe Steps.
- To maintain consistency, develop a resource for volunteer trainers with overheads, manuals, agenda.
- Use every opportunity to talk about the screening, both within your organization and with other organizations in your community.
- Consider developing a pre-orientation electronic information package that could easily be emailed. Include fill-in boxes and a way to reply. Keep it quick and easy.

E. IMPLEMENTING SCREENING IN YOUR ORGANIZATION



Define the community you plan to work with – it may be your organization or group (i.e. a Co-operative); it may be groups within your sector (i.e. sports sector or faith sector); it may be your town or village; it may be your township or municipality.

The following are three examples of different "communities" and practical tips to consider when implementing the Safe Steps in each of them:

1. Within a Sector

- You may organize or wish to participate in a screening information session within one sector such as the "sport community" or the "faith community".
- Find the champions within the sector networks to provide Safe Steps training, e.g. most rural towns have a recreation committee and that may be a great place to get started with the sports sector.

2. Multi-Sector Within Your Town

- You may organize or participate in an information session at a community level. Include all sectors for a safe community.
- Identify champions to provide Safe Steps training.

3. The Municipality Approach

- Organize or participate in an information session involving several small communities using natural affiliations such as municipalities or townships.
- Find champions known in all the communities in your municipality. e.g. Tilbury Information and Help Centre identified a void in its area and teamed up with the Kent Association of Volunteer Coordinators (KAVCO). From that alliance emerged another champion, the Brain Injury Association, and the Brain Injury Association will now concentrate on the smaller communities.

Whether you adopt one of the three "coalitions" or embark on screening as an individual organization, the following steps will help with the process.

Identify a Champion:

- It is important to have one person to lead and coordinate the screening process.
- The leader can present screening in a positive manner and seek support and approval from the rest of the team.

Gain Support from the Board of Directors:

- The board is ultimately responsible and legally liable for what goes on in the services and programs run by the organization. It is in the organization's best interests, as well as of those served, to establish ground rules that guide staff in designing appropriate screening measures.
- Many board members tend to underestimate the legal implications involved in being a board director. Some legal considerations are explained in Appendix B.

Develop a Screening Committee:

- The role of the screening committee is to share the responsibility of screening, provide a comprehensive skills set, and define "who screens?" to others in the organization. It ensures confidentiality and maintains the integrity of volunteers and the organization. Consider recruiting the Screening Committee

from "like" services. For example, the sports organizations in your community may be very informal and not have a board of directors or officers such as a president and treasurer. Recruit a coach from one organization, a "soccer Mom" from another; and a Volunteer Centre trainer or someone with human resources or personnel experience from your community.

Develop a Position Description:

- It is important that the Safe Steps are applied to the screening committee. This is leadership by example. The Catholic Centre, St. Catharines Diocese has been kind enough to provide an example. *Please see Appendix E.*

Use Volunteer Canada Resources:

- Once a Screening Committee is formed, you can use the Volunteer Canada Safe Steps workbook appropriate to your sector to develop job descriptions for your volunteers, determine your risk factors, and develop your screening protocol. The result will be a template that you own, and that is appropriate to your organization.

CHECK LIST FOR IMPLEMENTING SCREENING IN YOUR ORGANIZATION

The board of directors is ultimately responsible and potentially liable for the organization's services and programs. It is therefore important that the board establish policies, which will guide the staff in designing and carrying out appropriate screening measures. Answer the questions below to identify the strengths and gaps in your organization.

- Do the board members understand their moral and ethical responsibility as well as their legal liability regarding "duty of care"?
- Are the philosophy, values and principles of the organization clearly stated and set out in brief written statements?
- Has the organization's executive designated a person(s) to manage volunteer resources and implement a risk management process?
- Has the board allocated a budget for a comprehensive screening program?
- Has a risk management audit been conducted? This process will review position descriptions and identify risks inherent or foreseeable relating to: the participant, the setting, the activity, the level of supervision and the nature of the relationship.
- Have appropriate screening measures been designated and implemented for each position?
- Have screening policies been written and communicated specific for each of the following:
 - rationale for screening
 - screening of volunteers and staff
 - confidentiality and record keeping
 - standard of care
 - acceptance and rejection of applicant(s)
 - discipline and dismissal
 - authority for decision making
- Has the Board planned to audit regularly the organization's screening process to meet the ever-changing legislation and social environment?

This checklist is adapted from the Screening Grid developed by Aileen V. Feicho, CAVH, and Barb Gemmell (Jan. 1997) which can be found in the Safe Steps Workbooks.

F. SUCCESS STORY



Throughout this document, examples have been used to highlight organizations which have successfully completed the screening program.

"The 4-H program fosters personal development of youth. We have an obligation to those youth

and the volunteers who work with them to ensure a safe environment and to support the screening process that is in place," says Rob Black, Executive Director, 4-H Ontario. "Volunteers may be more comfortable in their roles as a result of the screening process." Examples from 4-H Ontario are cited throughout Section D.

G. RECOGNIZING CHALLENGES TO SCREENING IN RURAL ONTARIO



While these challenges seem overwhelming, the Safe Steps help breakdown the screening process into manageable components.

Attitudes

- There exists in rural Ontario the belief that "everyone knows everyone." For this reason, there may be a question about why screening is necessary. But how many times have you seen reports of domestic or other violence when the neighbours say "we had no idea there was anything wrong." ? Screening is necessary.
- Due to the connectedness in rural Ontario, if someone is screened out, the organization risks losing many more volunteers than just one. Friends and relatives may also leave out of a sense of loyalty to that person.
- Screening may appear overwhelming to organizations. They do not know who should take the lead on such initiatives, they already have too many things to do, and they wonder who prioritizes what needs to be done.
- Competition for diminishing funding has contributed to the territorial nature of rural organizations. Getting groups to work together may be a challenge. Relationship building takes time and coordination. While it is not necessary to work with others to develop policies and procedures regarding screening, some groups may choose to do so.

- There are many different types of organizations in rural Ontario and they are all subject to different risk factors.

Financial Barriers

- Providing access to and implementing training sessions is difficult in rural and remote areas. Consider how much the information sessions and training will cost regarding mileage, overnight accommodation and meals.
- Participation in screening training is harder, both physically and monetarily, for volunteers in rural and remote areas, especially in Northern Ontario.
- Many organizations are struggling to keep afloat, and much of their time is spent on finding sources of funding rather than on policy development. Screening is one more responsibility.
- Transportation to a training session may be an issue, especially in the winter. Consider using electronic communications.

Human Resources Barriers

- Ideally a trainer or facilitator would help with the process of implementing screening within an organization. However, many rural communities do not have access to services such as consultation and training offered by volunteer centres.

- If an organization is going to implement screening on its own, finding someone to take the lead (a champion) is a challenge.
- Many organizations have no staff or few staff. Volunteer burnout is an issue with most rural organizations. Staff and volunteers are pulled in too many directions.
- When an organization has no staff, it is difficult to determine who should be responsible for receiving the information about those who have been screened. This is a confidentiality issue, especially in a small, tightly knit community.
- There is a longer turn around time on decisions, particularly if the organization meets once per month or less often. Volunteers may have to wait for approval.
- Daytime orientation sessions or workshops may exclude groups with no staff.
- There may be a linguistic challenge in bilingual or multilingual communities.
- Many people only think about police checks when they hear the word "screening." This is a barrier to considering all ten steps that make up the program.

H. NEXT STEPS



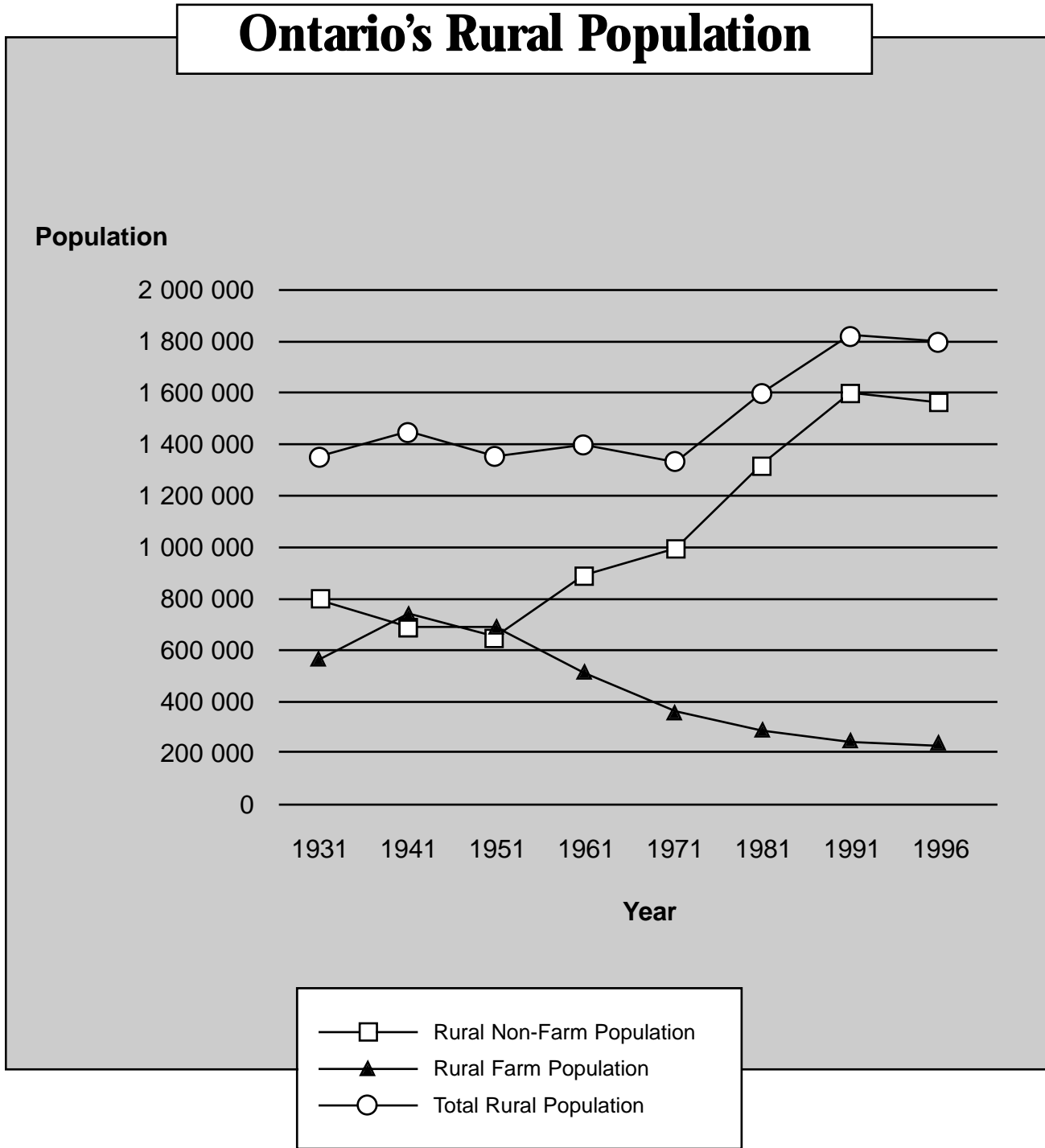
The success of the Ontario Screening Initiative lies in the volunteer organizations taking ownership of the process, sharing with others the job descriptions and templates they have developed, and building long term networks in the process.

Find support within your community. Investigate organizations which already have screening processes in place and utilize any training available

to you. Volunteer organizations are encouraged to take this process one step at a time.

The ultimate goal is to integrate the screening process into all leadership, boards of directors, staff, volunteers, and policy development. Implementing the Ontario Screening Initiative may provide opportunities for networking and information sharing which could have a positive, long-term effect on the rural community.

Chart of changes in rural Ontario



Screening and Legal Terminology

Duty of Care

The concept of duty of care identifies the relationship that exists between two persons (e.g. two individuals, an individual and an organization) and establishes the obligations that one owes the other, in particular the obligation to exercise reasonable care with respect to the interests of the other, including protection from harm. The duty of care arises from the common law, as well as municipal, provincial, federal and international statutes.

Liability

Liability refers to the duties, obligations or responsibilities imposed on a person by common law or by statute. As it is commonly used, we speak of a person or organization being held legally liable for something, i.e., through a legal action, the individual or organization has been found legally responsible for an action or inaction in a particular set of circumstances and is required to pay damages to someone harmed as a result.

- *Occupier's Liability* requires that the person (an individual, an organization) in possession of premises owes a duty of care to those who come on the premises and must take reasonable care to protect them from harm that might come through their programs, on their premises or at the hands of a third party on the premises.
- *Direct Liability* deals specifically with the issue of fault.
- *Vicarious Liability* is the liability an organization takes on for the actions of those who function on its behalf.

Police Records Check

The process of securing information from the police about individuals, as well as the form or report in which information is provided. It may include a check of national or local and regional police records. At the end of the process, a report is issued. The report may simply identify whether or not someone has a criminal record, or it may provide details of actual offences. Just as the process varies among police agencies, so too do the report forms.

Position of Trust

A position of trust identifies a setting in which someone is placed in a position of authority over another person in an ongoing relationship. A position of trust implies that someone has some degree of power over another, that the relationship is unequal. Individuals in positions of trust may be family members, friends, caregivers, volunteers, or employees.

The question of whether a position of trust exists depends on the relationship and on the degree of authority, reliance and dependence in it, and not on the question of payment or salary. People may also assume positions of trust with respect to finances, rather than individuals.

Standard of Care

The standard of care refers to the degree or level of service, attention, care, and protection that one person owes another according to the law, usually the law of negligence. The required standard varies according to the circumstances of each situation, and determining the appropriate standard is often not a simple matter.

Volunteer

A volunteer is an individual:

- who chooses to undertake a service or activity; someone who is not coerced or compelled to do this activity;
- who does this activity in service to an individual or an organization, or to assist the community at large;
- who does not receive a salary or wage for this service or activity.

Vulnerable Person

This term is used to denote individuals who have difficulty protecting themselves and are therefore at greater risk of harm. People may be vulnerable because of age, disability or handicap, or circumstances. Vulnerability may be a temporary or a permanent condition.

This is purposely a broad definition, one that can include children, youth, senior citizens, people with physical, developmental, social, emotional, or other disabilities, as well as people who are victims of crime or harm.

Vulnerable person will also include people who have been victims of crime or accident, or are otherwise left with little defense against those who would harm them.

Lindsay & District Chamber of Commerce Volunteer Director/Committee Recruitment Plan

Present Process:

<ul style="list-style-type: none"> • name comes to the Executive (usually via a director) • discussion at board level • if agreed, individual is invited to a Board Meeting • decision is made by the board • new board member joins 	<p>Pro: Individuals are usually known to the directors so "comfort level" in having member join is usually high.</p> <p>Con: Eliminates or slows process of getting new directors if interested individual is not known.</p>
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Proposal: Implement a Recruitment Process that involves several levels of "screening" volunteers who wish to become involved with the Chamber of Commerce.

Proposed Process:

<ul style="list-style-type: none"> • Interest is indicated by individual or via current board member • Recruitment and Information Package is sent to individual with a follow up phone call • Package is returned to Chamber of Commerce • References are checked • Application is reviewed by the executive • Recommendation is made to the board • Follow up contact is made to the individual with invitation to attend board meeting • Welcome and Orientation session is conducted • Individual joins the board 	<p>Information package should contain:</p> <ul style="list-style-type: none"> • Mission of the Chamber of Commerce • Roles and Responsibilities of Board Directors • Time Commitment Expectations • Application <p>Application to include:</p> <ol style="list-style-type: none"> <i>1. Identification</i> <ul style="list-style-type: none"> • name, address, phone, etc. • member in good standing? (yes, no) • type of business, length of time in business <i>2. Qualifiers</i> <ul style="list-style-type: none"> • previous or current community involvement • areas of interest/expertise (marketing, membership, finance, special events, HR, other) • are you available to attend meetings during the day? • why are you interested in volunteering with the Chamber of Commerce? <i>3. References</i> <ul style="list-style-type: none"> • provide 2-3 references from the community to support application. These should be from community groups, individuals that applicant has been involved with <i>4. Permission to Conduct Reference Check</i> <i>5. Permission to Verify Content of Application</i> <i>6. Signature of Applicant</i>
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Comments: While this process may seem paper heavy and time consuming, it increases the opportunity to gather information about prospective directors/volunteers. It also allows for the establishment of enhanced records for volunteers/directors.

APPENDIX D

Sample of Interview and Reference Check Questions Provided by Ontario 4-H

Applicant's Name: _____

Date of Interview: _____

Names of Interviewers: _____

1. Why do you want to be a volunteer? _____
2. Have any members of your family been involved in the 4-H program? If so, in what way?

3. a) Have you ever been involved in any other organizations that offer programs for young people? _____
b) What did you do? _____
c) Are you still involved? ____ If no, why not? _____
4. What skills do you have to offer the 4-H program? _____
What are your areas of interest that you would like to share with the organization?

5. The Ontario 4-H program has a membership of young people aged 10-21 years. The program encourages young people from diversified backgrounds. Are you comfortable with such diversification? _____
What age group do you prefer to work with? _____
6. What type of volunteer opportunities do you desire and why? _____

7. What training do you feel you require to work with youth? _____
Are you willing to attend training workshops and opportunities? _____
8. Are there circumstances that could affect your ability to volunteer in certain situations? (medical problems, other commitments, etc.) _____
9. Have you read the organization's policies regarding criminal and other offenses, drug and alcohol use etc. that would be considered relevant to this position? _____
Do you understand them? _____
Do you have difficulty in being guided by them? _____
10. Are there any questions you would like to ask us about the 4-H program?

What to ask References

Note to Volunteer Recruitment and Screening Committee:

Volunteers should provide the name, address and telephone number of three references. At least two references should be contacted by telephone. Identify yourself and your reason for calling. Identify the volunteer applicant. Tell the reference that "4-H is a program for young people ages 10-21. Adult volunteers assist young people in developing leadership skills. Our 4-H Association wants to provide a safe environment for young people to learn and grow. We also believe in protecting our volunteers, thus we have a selection process for our volunteers. Part of the process is the reference check I am conducting with you." Assure the reference the information is confidential to the volunteer recruitment and screening committee of the association.

Name of 4-H Volunteer Applicant _____

Name of Reference _____ Phone _____

Questions to ask Reference:

1. How long have you known the 4-H volunteer applicant? _____
In what capacity? _____
2. Do you think this person would be an asset to a youth-serving organization? _____
How does this person interact with young people? _____
3. Have you any reason to believe that this person has problems with drugs or alcohol? _____
Have you any indication that this person may be abusive physically, emotionally or sexually with young people? _____
4. Would you be willing to place your son or daughter, or any other young person for whom you might be responsible, under his/her leadership? _____
5. Do you know of any reason why the applicant would not make a suitable 4-H volunteer? _____
If yes, please explain. _____
6. Additional comments: _____

4-H Volunteer Recruitment and Screening Committee Member

Date

For 4-H Volunteer Recruitment and Screening Committee Member: File this form in your confidential files along with reference questionnaire of the other reference.

APPENDIX E

Sample Position Description for Screening Committee Member - Volunteer Position Description

Courtesy of the Catholic Centre, St. Catharines Diocese

Title:	Diocesan Screener
Reports To:	Pastor and/or Diocesan Screening in Faith Coordinator
Number of Volunteers Directed:	
Purpose:	To interview volunteers in positions which have been identified as being high-risk by the Diocese of St. Catharines
Job Responsibilities:	Be part of a team which: <ul style="list-style-type: none"> • Schedules interviews in cooperation with the pastor • Interviews individuals in high-risk positions • Contacts references • Assists in designation for high-risk positions
Skills, Attitudes, Knowledge:	<ul style="list-style-type: none"> • Good communication, people and interviewing skills • Familiar with position being screened • Knowledge of Screening in Faith: Policy and Procedures • Professional, sensitive manner
Relationships/Liaison:	Good working relationship with: <ul style="list-style-type: none"> • Pastor • Diocesan Steering Committee • Screening Team
Time Commitments: # Hours: Term: Peak Time:	<ul style="list-style-type: none"> • Approximately 12 hours per month • 2 years • Spring & Fall
Benefits and Challenges:	<ul style="list-style-type: none"> • Working with and meeting people • Partnership in contributing to an effective screening process • Improving environment for our most vulnerable • Time lines • Attitudes from all concerned • Being sensitive to long time volunteers • Scheduling
Success Measures:	<ul style="list-style-type: none"> • All screening processes and time line completed • Self-evaluation • All volunteer positions have job descriptions
Training:	<ul style="list-style-type: none"> • Orientation • <i>Screening in Faith</i> hands-on workshop • Interviewing Skills Workshop • Other training programs as determined by the Diocese • Steering Committee on Screening in Faith

APPENDIX F

References:

Building on Strength: Improving Governance and Accountability in Canada's Voluntary Sector. Report of the Panel chaired by Right Hon. Ed Broadbent, February 1999.

Hall, Michael, Larry McKeown and Karen Roberts. *Caring Canadians, Involved Canadians: Highlights from the 2000 National Survey of Giving, Volunteering and Participating*, Canada, Minister of Industry (Statistics Canada), 2001.

Mitchell. *Community Round Table on Voluntary Action Report*, April 1998.

Wall, Ellen and Todd Gordon. *Research Report on the New Rural Economy and Voluntary Organizations Survey*, Blenheim and Tweed, Ontario. University of Guelph: June 1999.

Caring Canadians, Involved Canadians: Highlights from the 2000 National Survey of Giving, Volunteering and Participating. www.ccp.ca/nsgvp

"Screening - it's a fact of sport life" www.sportlaw.ca/articles/coach/coachofc.htm

"Vicarious Liability: Two New Supreme Court Decisions"

Appendices:

Ontario's Rural Population. The New Country Side, 2001.

Sample of Interview and Reference Check Questions. 4-H.

Sample Position Description for Screening Committee Member. Catholic Centre, St Catharines Diocese.

Volunteer Director/Committee Recruitment Plan. Lindsay & District Chamber of Commerce.

APPENDIX G

Volunteer Barrie

One Georgian Drive
Barrie, ON L4M 3X9
(705) 722-5132

Volunteer and Information Quinte

Suite 121-199 Front Street
Belleville, ON K8N 5H5
(613) 969-8862

Volunteer Bureau of Leeds & Grenville

P.O. Box 1813, 42 George Street
Brockville, ON K6V 6K8
(613) 342-7040

**Volunteer Centre of Halton
c/o Halton Social Planning Council**

760 Brant Street, Suite 406
Burlington, ON L7R 4B7
(905) 632-1975

Cambridge Volunteer Bureau

24 Queen's Square
Cambridge, ON N1S 1H6
(519) 623-0423

Volunteer Bureau of Lanark County

175 Bridge Street
Carleton Place, ON K7C 2V8
(613) 253-8252

Community Volunteer Centre

44 Queen Street
Dryden, ON P8N 1A4
(807) 223-5995

Volunteer Resource Centre

106-1 Washington Crescent
Elliot Lake, ON P5A 2W9
(705) 848-1337

Volunteer Centre of Toronto

Volunteers Etobicoke Branch
4891 Dundas Street West, Suite 2
Etobicoke, ON M9A 1B2
(416) 236-0683

Fort Frances Volunteer Bureau

140th Fourth Street West, Suite 1
Fort Frances, ON P9A 3B8
(807) 274-9555

Volunteer Hamilton

206-627 Main Street East
Hamilton, ON L8M 1J5
(905) 523-4444

**Bureau central des bénévoles de la région
de Hawkesbury**

331 McGill Street
Hawkesbury, ON K6A 1P9
(613) 632-6901

Volunteer Kingston

1440 Princess Street
Kingston, ON K7M 3E5
(613) 542-8512

**Volunteer Action Centre of Kitchener
Waterloo and Area**

68 Queen Street North
Kitchener, ON N2H 2H2
(519) 742-8610

Information London - Volunteer Services

343 Richmond Street, Suite 103
London, ON N6A 3C2

Information Markham Volunteer Centre

101 Town Centre Boulevard
Markham, ON L6B 1B6
(905) 477-7000

Community Link North Simcoe

67 Fourth Street
Midland, ON L4R 3S9
(705) 528-6999

Volunteer Centre of Peel

3190 Mavis Road
Mississauga, ON L5C 1T9
(905) 306-0668

**Lennox & Addington Community
Volunteer Centre**

PO Box 262
Napanee, ON K7R 3M4
(613) 354-7196

Volunteer Centre of North Bay and Area

375 B Main Street West
North Bay, ON P1B 2T9
(705) 495-1321

**Volunteer Centre of Toronto
North York Branch**

345 Wilson Avenue, Suite 304
North York, ON M3H 1T1
(416) 631-6117

Dufferin Volunteer Centre

RR#4, Mono Plaza
Orangeville, ON L9W 2Z1
(519) 941-2432

**Volunteer Orillia Resources
of Central Ontario**

18 West Street, North Suite 202
Orillia, ON L3V 5B8
(705) 327-1383

**Volunteer Resource Centre
for Durham Region**

650 King Street East, Suite 207
Oshawa, ON L1H 1G5
(905) 440-4509

Volunteer Ottawa / Bénévoles Ottawa

2197 Riverside Drive, Suite 402
Ottawa, ON K1H 7X3
(613) 736-5270

**Volunteer Centre of Owen
Sound/Grey/Bruce**

1350-16th Street East
Owen Sound, ON N4K 6N7
(519) 371-7448

**Family Counselling Service and
Volunteers and Information
Peterborough**

229 King Street
Peterborough, ON K9J 2R8
(705) 743-2523

**Helpmate Community Information &
Volunteer Bureau**

1 Atkinson Street
Richmond Hill, ON L4C 0H5
(905) 884-3000

Sault Ste. Marie Volunteer Centre

8 Albert Street East
Sault Ste. Marie, ON P6A 2H6
(705) 949-6565

**Volunteer Centre of Toronto -
Scarborough Branch**

525 Markham Road, Unit 5
Scarborough, ON M1H 3H7
(416) 439-1919

Timmins Volunteer Centre Inc.

85 Pine Street South, Suite 07, Lower
Concourse Timmins, ON P4N 2K1
(705) 264-9765

**Volunteer Centre of Toronto -
Francophone Branch**

22 College Street, Rez de Chaussée
Toronto, ON M5G 1K3
(416) 927-0254

**Volunteer Centre of Toronto
East York Branch**

207 - 344 Bloor Street West
Toronto, ON M5S 3A7
(416) 467-1327

Volunteer Centre of Toronto

344 Bloor Street West, Suite 207
Toronto, ON M5S 3A7
(416) 961-6888

United Way of Windsor-Essex County

300 Giles Boulevard East, Unit A1
Windsor, ON N9A 4C4
(519) 258-3033

Volunteer Centre of Toronto-York Branch

1775 Eglinton Avenue West, Suite 202
York, ON M6E 4Z9
(416) 781-0902

This document will be available via:

- Volunteer Canada's Web site www.volunteer.ca
- The Ontario Rural Council's Web site <http://www.torc.on.ca>
- Trainers
- Workshops
- Resource Catalogue, Volunteer Canada

Également disponible en français