

**Is a Police Information Check or Vulnerable Sector Check Necessary?**

Volunteers may or may not require a Police Information Check or Vulnerable Sector Check in their position. Use this template as a tool to explore making a determination of the potential associated risks.

**ELEMENTS OF THE POSITION**

<b>POSITION TITLE</b>	
<b>DUTIES/ACTIVITIES</b>	
<b>CLIENT/PEOPLE SERVED</b>	
<b>LOCATION/SETTING</b>	
<b>TIME COMMITMENT</b>	
<b>SUPERVISION/TRAINING/ ORIENTATION</b>	
<b>OTHER DETAILS</b>	

**CONSIDERATIONS**

<b>What are the required skills, abilities, and qualities needed for this role?</b>		
<b>What are the risks?</b>		<b>Are there policies in place to address the risks?</b> <input type="checkbox"/> IN CONSIDERATION <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>List potential questions you might ask to explore the above.</b>		

**Use this section as a tool to help make a determination.**

	YES	NO		YES	NO
Clients under 18 years old.	<input type="checkbox"/>	<input type="checkbox"/>	Volunteer is in a position of trust/authority with a vulnerable person.	<input type="checkbox"/>	<input type="checkbox"/>
Clients over 65 years old.	<input type="checkbox"/>	<input type="checkbox"/>	Client is dependent upon volunteer.	<input type="checkbox"/>	<input type="checkbox"/>
Clients with disabilities (temporary or permanent).	<input type="checkbox"/>	<input type="checkbox"/>			
Volunteer has unsupervised access to client.	<input type="checkbox"/>	<input type="checkbox"/>			

**Is a Police Information Check necessary? Why?**

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

**Is a Vulnerable Sector Check necessary? Why?**

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>



This resource was developed as part of the Volunteer Screening Program, which is funded by the Government of Alberta

Adapted from the Volunteer Canada Screening Handbook

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### ELEMENTS OF THE POSITION

<b>POSITION TITLE</b>	Friendly Caller/Visitor
<b>PURPOSE OF POSITION</b>	To provide friendly/companionship calls to isolated seniors and adults with disabilities.
<b>DUTIES/ACTIVITIES</b>	Playing games or having conversations on the phone or online platform.
<b>CLIENT/PEOPLE SERVED</b>	Homebound/isolated seniors or adults with disabilities
<b>LOCATION/SETTING</b>	Private, remote location such as your home or office. Phone, or virtual/online platform.
<b>TIME COMMITMENT</b>	Minimum one hour per week for at least one month
<b>SUPERVISION/TRAINING/ ORIENTATION</b>	1 day training. Mental Health First Aid. Basic training for suicide intervention. Supervisor is available at all times through phone call or other online platform. Report problems or concerns immediately upon completion of call. Bi-weekly check-ins with supervisor for more general questions or concerns.
<b>OTHER DETAILS</b>	Must have an interest in seniors and desire to reduce isolation. Basic conversational and relationship building skills.

### CONSIDERATIONS

<b>What are the required skills, abilities, and qualities needed for this role?</b>	Patience with clients; sociable; empathetic/active listening skills; able to set healthy/appropriate boundaries; able to work independently; be reliable and punctual, understand basic mental health first aid, conflict resolution skills, de-escalation training.	
<b>What are the risks?</b>	<p>Risk to Seniors: Volunteer has unsupervised access to a vulnerable population. Volunteer is in a position that builds trust. Potential for conversation to be uncomfortable for the senior. If senior mentions depression or suicide, volunteer would need specific skills to avoid saying anything harmful to the senior. Potential for volunteer to say something offensive to senior.</p> <p>Risk to Volunteer: potential for conversation to be uncomfortable or traumatizing for the volunteer if senior talks about intimate details or tells stories that are emotional or heavy in nature. Potential if the senior is isolated for them to speak about depression or suicide.</p>	<p><b>Are there policies in place to address the risks?</b></p> <p><input type="checkbox"/> IN CONSIDERATION <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p>

**List potential questions you might ask to explore the above.**

- Why do you want to volunteer with isolated seniors or adults with disabilities?
- How comfortable are you meeting new people?
- Would you describe yourself as an active listener? How or why?
- Could you provide an example of when you needed to clarify healthy/appropriate boundaries in a work or volunteer setting?
- Could you provide an example of when you de-escalated or resolved a conflict in a work or volunteer setting?
- How would you respond if someone you were speaking to told you they were severely depressed or considering suicide?

**Use this section as a tool to help make a determination.**

	YES	NO		YES	NO
Clients under 18 years old.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Volunteer is in a position of trust/authority with a vulnerable person.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Clients over 65 years old.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Client is dependent upon volunteer.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Clients with disabilities (temporary or permanent).	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Volunteer has unsupervised access to client.	<input checked="" type="checkbox"/>	<input type="checkbox"/>			

**Is a Police Information Check necessary? Why?**

YES  NO

Because our insurance company stipulates anyone interacting with seniors must have a PIC

**Is a Vulnerable Sector Check necessary? Why?**

YES  NO

Because the volunteer is in a position of trust and authority with the vulnerable population, and they are unsupervised with that population.



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## VIRTUAL VOLUNTEER SCREENING EXAMPLE

### Is a Police Information Check or Vulnerable Sector Check Necessary?

**Volunteers may or may not require a Police Information Check or Vulnerable Sector Check in their position. Use these examples as a tool to explore making a determination of the potential associated risks.**

#### ELEMENTS OF THE POSITION

<b>POSITION TITLE</b>	Online ESL Conversation Facilitator
<b>PURPOSE OF POSITION</b>	To provide an informal space for adult ESL learners to practice English.
<b>DUTIES/ACTIVITIES</b>	Provide instruction and guidance on the English language, facilitate discussions.
<b>CLIENT/PEOPLE SERVED</b>	Adult ESL Learners
<b>LOCATION/SETTING</b>	Private, remote location such as your home or office. Virtual/online platform.
<b>TIME COMMITMENT</b>	One hour per week for 2 months, while the group is active
<b>SUPERVISION/TRAINING/ ORIENTATION</b>	Half-day training on group facilitation, training on the virtual/online platform, and cultural competency. Minimal supervision includes a bi-weekly report to supervisor on any issues, concerns, or questions. Supervisor is generally not available for impromptu questions or concerns. Monthly call with supervisor to check in about general questions or concerns.
<b>OTHER DETAILS</b>	

#### CONSIDERATIONS

<b>What are the required skills, abilities, and qualities needed for this role?</b>	Group facilitation skills; cultural competency; patience with clients; sociable; empathetic/active listening skills; be reliable and punctual; basic understanding of online/virtual platforms and troubleshooting.	
<b>What are the risks?</b>	Volunteer has unsupervised access to a potentially vulnerable group of people depending on language capacity. There is also the protective factor of working in a group environment for both the volunteer and ESL Learners.	<b>Are there policies in place to address the risks?</b> <input type="checkbox"/> IN CONSIDERATION <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
<b>List potential questions you might ask to explore the above.</b>	<ul style="list-style-type: none"> <li>- Are you comfortable with facilitating group conversations? Could you provide an example of when you feel you successfully facilitated a group conversation? What made it successful?</li> <li>- Could you provide an example of when you needed to clarify healthy/appropriate boundaries in a work or volunteer setting?</li> <li>- How comfortable are you learning new technology and troubleshooting issues with tech?</li> <li>- What kinds of experiences have you had in relating with people whose backgrounds are different than your own?</li> <li>- Describe a specific situation in which you worked with a diverse group of people or person over a period of time. What did you learn from this experience?</li> </ul>	

Use this section as a tool to help make a determination.		Is a Police Information Check necessary? Why?	
<p>Clients under 18 years old. <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>Clients over 65 years old. <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>Clients with disabilities (temporary or permanent). <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>Volunteer has unsupervised access to client. <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p>	<p>Volunteer is in a position of trust/authority with a vulnerable person. <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>Client is dependent upon volunteer. <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p>	<p>Because our parent organization stipulates anyone interacting with ESL Learners must have a PIC <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Is a Vulnerable Sector Check necessary? Why? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>Volunteer is <b>not</b> in a position of trust and authority with a vulnerable population, and they are generally not unsupervised with that population. <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p>	

Commented [VS1]: Star is placed in the middle because volunteer does not have supervision by staff or senior volunteer, but they are in a group setting with clients and are therefore not 1 on 1.



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#### ELEMENTS OF THE POSITION

<b>POSITION TITLE</b>	Social Media Coordinator
<b>DUTIES/ACTIVITIES</b>	To develop a social media strategy, develop and schedule posts, and manage replies, “shares” or other interactions with the organization’s social media sites.
<b>CLIENT/PEOPLE SERVED</b>	The organization as a whole
<b>LOCATION/SETTING</b>	Remote location such as your home or office. Virtual/online platform.
<b>TIME COMMITMENT</b>	Up to five hours per week
<b>SUPERVISION/TRAINING/ ORIENTATION</b>	Basic training on organization’s social media policies, onboarding to who the organization is, the population they serve. May include an opportunity to shadow an employee or volunteer who works directly with vulnerable populations. Communication with supervisor is on an as-needed basis. Direct supervision occurs in a monthly meeting to explore general issues or questions and provide updates on your work.  Additional training around cyber security and risk management and organizational procedures to prevent cyber-attacks and engage in safe online practices.
<b>OTHER DETAILS</b>	

#### CONSIDERATIONS

<b>What are the required skills, abilities, and qualities needed for this role?</b>	Social media coordination/management skills; marketing/promotional skills; graphic design skills; be reliable and punctual; able to work independently; wholistic understanding of online/virtual platforms and troubleshooting; comfortable engaging online audience through comments, shares, likes, etc; ability to think critically about the content posted on social media from an intersectional framework.	
<b>What are the risks?</b>	Organization has general social media policies for their employees, but no concrete social media strategy. Risk could be the volunteer sharing, liking, or commenting in a way that does not reflect the values of the organization or that is unintentionally offensive to audiences.  Additional risk could be related to cyber security - volunteer could unintentionally open a phishing message or click on a malicious link. Volunteer would also be given login information, which could present a future risk if the	<p><b>Are there policies in place to address the risks?</b></p> <p>★ <input checked="" type="checkbox"/> IN CONSIDERATION <input type="checkbox"/> YES <input type="checkbox"/> NO</p>

Commented [VS1]: The organization is working with the volunteer to craft appropriate policies and strategies to manage potential risk, but they have not yet been developed.

	information isn't updated once the volunteer moves on from the role.	
<b>List potential questions you might ask to explore the above.</b>	<ul style="list-style-type: none"> <li>- Would you describe yourself as technically literate? I.e. that you understand what technology is, how it works, how it shapes society and in turn how society shapes it</li> <li>- What kinds of experiences have you had in relating with people whose backgrounds are different than your own?</li> </ul>	
<p><b>Use this section as a tool to help make a determination.</b></p> <p>Clients under 18 years old.    YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> ★</p> <p>Clients over 65 years old.    YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> ★</p> <p>Clients with disabilities (temporary or permanent).    YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> ★</p> <p>Volunteer has unsupervised access to client.    YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> ★</p> <p>Volunteer is in a position of trust/authority with a vulnerable person.    YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> ★</p> <p>Client is dependent upon volunteer.    YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> ★</p>	<p><b>Is a Police Information Check necessary? Why?</b>    YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> ★</p> <p>Because the volunteer is not dealing with any sensitive information or engaging with vulnerable populations.</p> <p><b>Is a Vulnerable Sector Check necessary? Why?</b>    YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> ★</p> <p>Volunteer is not interacting at all with a vulnerable population.</p>	

