

Volunteer Screening: Risk Assessment Checklist

Every volunteer program is unique so there is no one-size-fits-all approach to developing a risk management program, however this template aims to guide you along with some important questions to ask when conducting a risk assessment. When discussing volunteer screening, a risk assessment should look at risks related to the persons you serve, your volunteers, and reputational risk to the organization. After these have been identified, a plan should be made and reviewed to ensure these risks are mitigated. This is a crucial step in ensuring the people you work with can do their job safely and the people you serve are protected.

Risk Identification

Identify any possible risks (ex. high degree of physical contact, access to confidential information, frequently interacts with clients in a private setting, high stress environment leading to aggression, etc)	What is the likelihood of the possible risk occurring?	What is the severity of the possible risk?
	Low Med High	Low Med High
	Low Med High	Low Med High
	Low Med High	Low Med High
	Low Med High	Low Med High
	Low Med High	Low Med High
	Low Med High	Low Med High
	Low Med High	Low Med High

Feel free to use as many copies of this page as possible to list all potential risks! The [Risk Assessment Matrix](#) can be used as a starting point to understand which types of risks may be present.

Make a Plan

1. What procedures and actions are in place to manage highlighted potential risks? Indicate if its a formalized practice or an informal one (ex. regulated by a policy or just a common practice)

2a) What procedures and actions need to be developed to manage highlighted potential risks? For each action, indicate a time frame and who will be in charge of implementing these new procedures and actions.

b) How will these measures be reviewed in the future to ensure they are effective?