

Volleyball Nouveau New Brunswick

SCREENING POLICY

Volleyball Nouveau-Brunswick



Volleyball New Brunswick

Outline

■ BACKGROUND

- Why do organizations need policies?
- Development of a screening policy
- Elements of a screening policy
- Communication

SCREENING POLICY

- Screening Policy Rationale
- Risk Management
- Orientation, Training and Probation Policies
- Volunteer Selection Policy
- Confidentiality and Record-Keeping
- Police Records Check (PRC) Policy

Why do organizations need screening policies?

- Development and implementation will go a long way to reduce the dangers and risks that currently exist in the field of volunteering.
- Organizations need policies to clarify responsibilities and define lines of communication and accountability. Having clear expectations and consequences for not meeting those expectations allows organizations to protect their volunteers, staff, program participants and themselves.

Development of a screening policy

- Research resources
 - Other associations similar to yours
 - www.volunteer.ca
- Put the policy in writing
- Get the policy approved by your board
- Update and review often
- Communicate with your membership

Elements of a screening policy

- Policy name
- Date of policy approval and of any revision dates
- Policy statement: what is the “rule”?
- Purpose/Principles of the policy: what the policy is intended to promote or achieve?
- Definitions of key concepts or terms used in the policy
- Scope: Who is covered by the policy?
- Responsibilities: Who is responsible for implementing and monitoring the policy?
- Procedure: How is your association going to administer the policy?
- Related Policies: Are there other policies that are related to this policy? For example a police records check policy would be related to a confidentiality policy.

Communication

- Website
- Email to membership
 - VNB sample
- AGM
- Newsletters

Screening Policy Rationale

Our organization relies on the efforts of volunteers. We are committed to creating a safe and secure environment for everyone involved in our organization. Therefore, we are instituting a volunteer screening process to ensure that:

- Current and new volunteers meet set standards directed at reducing the risk of abuse;
- Our services are managed in a safe, professional way;
- Our volunteers are involved appropriately and effectively;
- Everyone is involved in, and aware of risk management.

Risk Management

- Position Description
 - Name
 - Risk Level
 - Goals
 - Activities
 - Responsibilities
 - Boundaries
 - Qualifications
 - Personal Traits
 - Orientation Training
 - Support/Supervision and Evaluation
 - Mandatory Activities
 - Working Conditions
 - Benefits

Orientation, Training and Probation Policies

- Some form of orientation
- Coaching level

Confidentiality and Record-Keeping

- Oath of confidentiality
- Personal information storage and destruction
- Access
 - Form a committee

Reference Check

- Number required
- Interview
 - Standard questions

Police Records Check (PRC) Policy

- Local RCMP or city police
- Pre Screened
 - Letter to Employer
- Third Party
 - Hire Performance



Version française...

Hire Performance
390 Steelcase Road East, Unit 2
Markham, Ontario L3R 1G2

Toll Free: 1-888-874-1114
Tel: 905-946-9696
Fax: 416-946-1340

Refund Policy:

All sales are final.
Since you cannot physically
return information, once
released, we do NOT give
refunds.

Delivery Policy:

Once you have successfully
purchased our service, you will
be directed to the forms
download page.

Privacy Policy:

[View our Privacy Policy](#)

Hire Performance Inc.

Hire Performance Inc. is a Canadian owned and operated background screening company specializing in providing a variety of services including reference checks, criminal and credit checks, driver's abstracts and pre-employment personality testing tools.

Our services provide relevant, timely, high quality information that supports companies in making complete, well informed hiring decisions and volunteer organizations in making better informed volunteer selection decisions.

Hire Performance has created a quick and convenient way for members of the Volleyball New/Nouveau Brunswick to complete criminal record and vulnerable record checks.

Criminal Record & Vulnerable Record Check Request Service

STEP 1.

The cost of the criminal and vulnerable record check is **\$30.00 CAD plus GST**. Click below to purchase securely.

STEP 2.

Once payment has been successfully made, you will see a link to click to access the online forms. One for the Criminal Record Check and one for the Vulnerable Criminal Record Check. Once the online release forms are completed, please print the forms, sign where indicated and fax to 1-506-451-1325.

STEP 3.

The completed Criminal and Vulnerable Record checks will be sent directly to the Volleyball New/Nouveau Brunswick with 24 hours of receipt.

Criminal Record Check

Fast, convenient, and supplied through the Canadian Police Information Centre. Protect your company, your employees, and your customers! We can deliver the results of this investigation within 1 day. This nation-wide search of the CPIC database will provide information concerning criminal convictions for which a candidate has not been pardoned.

Vulnerable Criminal Check

This service is available when a person is being considered for a position that requires them to work directly with children of vulnerable people. This type of search focuses on a criminal record check for a sexual offence for which a pardon has been granted or issued. This service can only be provided in conjunction with a criminal record check.

POWERED BY

Progressive Discipline

- Clearly state process and procedure
- Progressive discipline:
 - Verbal warning
 - Written warning
 - Disciplinary suspension
 - Dismissal

Questions

Thank You

