



## Archdiocese of Regina

### **THE SCREENING PROCESS**

Screening is a process designed to create and maintain a safe environment. This process involves identifying any activity of a ministry position, which may put children, youth or other vulnerable persons at risk of being harmed. The screening process also ensures that the most appropriate match is made between the volunteer and the position.

Screening involves assessing the security level of the ministry position. Writing ministry position descriptions, discerning the suitability of an individual for the position, training, supervision and evaluation are steps in this process.

While screening is a relatively new concept for us to consider in our parishes, it is an everyday practice for both employees and volunteers in most other organizations.

Screening begins before a person volunteers and ends only after the person leaves the ministry.

The Ten Step process, developed by Volunteer Canada, is divided into three sections, (i) before selecting volunteers, (ii) the selection process, and (iii) managing the volunteers.

#### **Ten Steps of Screening**

##### Before Selecting Volunteers

1. Determine the Level of Security Required
2. Ministry Position Description
3. Recruitment Process

##### The Selection Process

4. Volunteer Information Form
5. Interviews
6. Reference Check
7. Criminal Record Check

##### Managing the Volunteers

8. Orientation and Training
9. Supervision/Evaluation
10. Participant Follow-Up

