



# DID YOU KNOW?

AN INFORMATION SHEET FOR ST. JOHN AMBULANCE MEMBERS

## SCREENING

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**DID YOU KNOW** that screening creates and maintains a safe environment and ensures an appropriate match between volunteer and task?

Any organization that provides programs to vulnerable people has a moral, legal and spiritual obligation to appropriately screen those who work for them, including volunteers. Screening is not only the right thing to do; it is legally required under the principle of “Duty of Care”. St. John Ambulance recognizes that most volunteers hold positions of significant trust with vulnerable people. Our organization does volunteer screening to protect the organization’s clients, staff and the community from harm related to its premises, its programs or the people involved in them. Having a good screening policy implies a commitment to effective volunteer management. All orientation must include a review of screening processes.

It is important to communicate to the public why the organization screens and what screening measures it uses. By communicating to the public that the organization takes screening seriously, through policy development and in its practices, you will be taking one more step in discouraging inappropriate individuals from applying.

Screening takes place before people join the organization and continues until they leave.

One issue that confronts many organizations around the implementation of screening is that of existing volunteers versus new volunteers. It is expected that new volunteers will all be screened. Many organizations have difficulty introducing screening to the volunteers who are already involved in their programs. While it may seem difficult to ask someone who has already been accepted by your organization to submit to screening measures, remember where your first duty lies – the safety and protection of participants, staff and the community. Help people to understand why screening is necessary by identifying our screening policy and most will understand.

For assistance in the screening process follow the guidelines for St. John Ambulance’s screening process:

- Application Form
- Authorization for Police Records Check
- Volunteer Interview
- Volunteer Reference Form
- Screening Process Evaluation Form
- Volunteer Performance Appraisal Form
- Volunteer Exit Interview

Check the St. John Canada Instructions 2-9-2 “Screening Brigade Volunteers” for St. John Ambulance Policy, Procedural Guidelines and Screening Practices. This section outlines a complete and comprehensive screening process.

Further information about screening can also be accessed by visiting [www.volunteer.ca](http://www.volunteer.ca).