



<b>Woodlawn United Church, Dartmouth, NS</b>		
<b>Document Category:</b> Policy		<b>Dept. / Area:</b> All Areas
<b>Document No.</b> POL002	<b>Revision No.</b>	<b>Date Effective:</b> PASSED by Council <b>April 21st, 2010</b>
		Page 2 of 3
<b>Document Title:</b> Screening of Volunteer Workers Involved in Children, Youth Activities and other Vulnerable Populations		

## INDEX

SECTION	DESCRIPTION OF SECTION	PAGE
1.0	Purpose	3
2.0	Scope	3
3.0	Responsibilities	3
4.0	Related Procedures	3

<b>Woodlawn United Church, Dartmouth, NS</b>		
<b>Document Category:</b> Policy		<b>Dept. / Area:</b> All Areas
<b>Document No.</b> POL002	<b>Revision No.</b>	<b>Date Effective:</b> PASSED by Council <b>April 21st, 2010</b>
		Page 3 of 3
<b>Document Title:</b> Screening of Volunteer Workers Involved in Children, Youth Activities and other Vulnerable Populations		

## **1.0 POLICY:**

It is the policy of Woodlawn United Church Council to screen all adults who are volunteers in leadership positions with our children, youth and other vulnerable populations. Screening includes police record checks<sup>1</sup> and child abuse registry completed every 5 (five) years and may also include other actions for the appropriate protection and safety of our children, youth and other vulnerable populations.

## **2.0 SCOPE:**

This policy applies to all adults who work in a position of trust with children, youth and other vulnerable populations at Woodlawn United Church, Dartmouth, NS

## **3.0 RESPONSIBILITIES:**

- 3.1. It is the responsibility of the Church Council to ensure implementation and to approve any changes to this policy.
- 3.2. It is the responsibility of the Church Council to ensure there is a Volunteer Screening Policy & Implementation Committee (VSPIC) in place to execute the requirements of this policy. This Committee will be a committee of the Program team.
- 3.3. It is the responsibility of the Volunteer Screening Policy & Implementation Committee (VSPIC) to ensure there are appropriate procedures in place to fulfil the requirements of this policy. The VSPIC will be responsible for any revisions to existing procedural documents (PROC004 & PROC005) and its forms (RA001 and AP001) to better fulfil the policy.

## **4.0 RELATED PROCEDURES**

PROC004: Procedure for Screening Volunteers Involved With Children and Youth

PROC005: Risk Assessment for Volunteers Involved With Children and Youth

---

<sup>1</sup> Includes a motor vehicle driver's record check