



Screening Methods Based on Risk Assessment Analysis

Annex 'A'

St. John Ambulance Council for Ontario

Adult Community Services Volunteers:

- Application Form
- Interview
- Signed Agreement (including code of conduct)
- 2 to 3 Reference Checks
- Initial Police Reference Check with annual attestation
- Consideration given to Police Re-checks based on changes in membership role/status
- Orientation & Training (including Respect in the Organization)
- Close Monitoring and Supervision
- Probation Period, followed by an evaluation then annual evaluation

Branch Chairs:

- Application Form
- Interview
- Signed Agreement (including code of conduct)
- 2 to 3 Reference Check
- Police Reference Check
- Orientation & Training (including Respect in the Organization)
- Probation Period, followed by an evaluation then annual evaluation
- Regular Monitoring and Feedback

Board Directors (excluding Chair):

- Application Form
- Interview
- Signed Agreement (including code of conduct)
- 2 to 3 Reference Checks
- Attestation (perhaps Police Check for those responsible/handling funds)
- Orientation & Training (including Respect in the Organization)
- 3-month check-in & Annual Evaluation
- Regular Monitoring & Feedback

Instructors:

- Application Form
- Interview
- Signed Agreement (including code of conduct)
- 2 to 3 Reference Checks
- Police Reference Check
- Orientation & Training (including Respect in the Organization)
- Annual evaluation
- Regular Monitoring & Feedback

District or Branch Managers:

- Application Form
- Interview
- Signed Agreement (including code of conduct)
- 2 to 3 Reference Checks
- Police Reference Check
- Orientation & Training (including Respect in the Organization)
- Probation Period, followed by an evaluation then annual evaluation
- Regular Monitoring and Feedback

Client Coordinator or Training Coordinator or Accounting Clerk:

- Application Form
- Interview
- Signed Agreement (including code of conduct)
- 2 to 3 Reference Checks
- Attestation
- Orientation & Training (including Respect in the Organization)
- 3-month check-in & Annual Evaluation
- Regular Monitoring & Feedback

Volunteer/Community Services Coordinator (Staff role):

- Application Form
- Interview
- Signed Agreement (including code of conduct)
- 2 to 3 Reference Checks
- Attestation (note: some police services may require that they submit to a records check if they are handling police record checks). If this role involves orientation and training of volunteers then I would suggest a Police Check.
- Orientation & Training (including Respect in the Organization)
- 3-month check-in & Annual Evaluation
- Regular Monitoring & Feedback