

# Ontario Council of Shooters

## Screening Policy

### Preamble

Screening is a process that helps match people with volunteer positions while improving the quality and safety of the programs and services offered by the Ontario Council of Shooters (OCS).

It's an ongoing 10-step process performed by the OCS to ensure that volunteers' involvement is meeting the needs of the Council they serve and the volunteers themselves.

Screening involves much more than police record checks. While police record checks are one of the 10 Steps of Screening, screening is a comprehensive process that begins long before a volunteer is selected and continues beyond his or her involvement with the Council.

### Purpose

The Ontario Council of Shooters has a moral, legal and ethical responsibility to the people they reach.

This includes members, clients, employees and volunteers. Screening is especially important for organizations that work with vulnerable people. Vulnerable people may include children, people with disabilities and senior adults.

The following factors affect the Ontario Council of Shooters' obligations for screening volunteers:

- Mandate
- Population served
- Volunteer opportunities offered
- Jurisdiction

Each volunteer position has its own set of requirements, risks and benefits. OCS Board of directors set screening policies that suit the range of roles within the Council.

Screening is:

- a) ongoing during a volunteers' involvement, and
- b) involves ongoing monitoring and quality assurance.

This approach benefits the OCS and the volunteer, by ensuring that the volunteer role is meeting the needs and expectations of both.

## **Benefits**

The benefits of screening are:

- People's skills and experience are better matched to the needs and opportunities of the OCS,
- The quality and safety of volunteer programs are improved,
- The risks and liability for OCS are reduced.

Screening helps find the right roles for their volunteers. The screening process takes into account the skills, experience and qualifications needed for a volunteer role. Through the process, OCS learns about the applicant's interests and goals.

At the same time, screening improves the quality and safety of the Ontario Council of Shooters. Screening policies help to lay out the responsibilities of both OCS and the volunteers.

Screening practices play a role in fulfilling the Ontario Council of Shooters' moral, legal and ethical responsibilities to the people it reaches. This includes members, clients, participants, employees and volunteers. This obligation is even greater when the OCS is working with vulnerable people, including children, youth, people with disabilities and senior adults.

## **10 Steps of Screening: An ongoing process**

Screening practices begin when the Council creates a new position.

Screening is used to select volunteers for specific roles, and it should continue as long as a volunteer is involved with the Council.

The 10 Steps of Screening give clear guidelines for developing screening policies. These policies show the Council's commitment to safe and meaningful volunteer engagement.

1. Assessment
2. Position – Assignment
3. Recruitment
4. Application
5. Interview
6. References
7. Police Checks
8. Orientation and Training
9. Support and Supervision
10. Follow-up and Feedback

## **Approved:**

By the OCS Board of Directors on October 28, 2017.