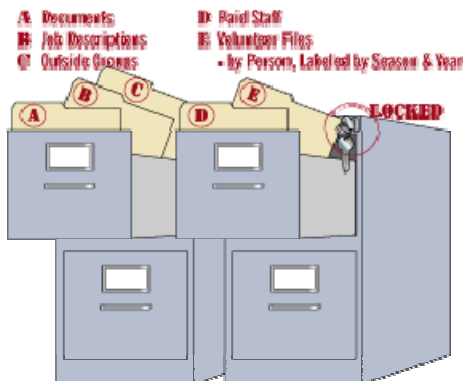


Volunteer and Staff Management Screening in Faith

Filing System

Hard Files

- A. Documents
 - Diocesan Guidelines
 - Parish Code of Conduct
 - Forms and Templates
 - Blank Declaration Forms
- B. Job Descriptions
 - Training Information
 - Records of Recognition and Appreciation for each area of ministry
- C. Organizations that use your facilities on a regular basis (rental or freebee)
 - For these groups who are working with vulnerable people, i.e., AA, music or dance lessons for children, etc., the expectation would be that such groups follow our diocesan policy and that records outlining their procedures be filed accordingly



Locked Filing Cabinets

- A. Paid Staff
 - Clergy files held at the Diocesan Resource Centre
 - All other professional staff, i.e., caretakers, musicians, youth workers, etc., the following must be kept
 - Employment contracts
 - References
 - Signed PRC declarations
 - Photocopy of the PRC. PRCs must be kept in perpetuity
 - Annual evaluations
- B. Volunteer Files
 - File for each volunteer by person
 - Labelled by season and year
 - For volunteers who work with medium and high risk participants, all references and signed PRC declarations
 - Photocopy of the PRC. PRCs must be kept in perpetuity

Computer Files

- A. Three year PRC cycle for all staff and volunteers working with high and medium risk participants
 - Set up your computer to notify you when a PRC is past due (over three years old) and needs to be updated