

**DIOCESE OF NIAGARA**  
**Volunteer Management and Screening**  
**Reporting Preamble**

We often talk about the “Duty of Care” principle for Volunteer Management and Screening. The fact is that we, as a church organization with vulnerable people in our midst, have a legal duty to do all that we can to ensure they are safe. For our parishes, you help to fulfill your “duty of care” by ensuring your Volunteer Management and Screening program is up to date and setting into place a process that will ensure that this work continues for the long term.

For the diocese, we attempt to fulfill our “duty of care” responsibilities in three ways:

1. by setting clear expectations for parishes regarding the implementation of this program;
2. ensuring that parishes are trained and supported regarding volunteer management and screening; and
3. by providing regular and diligent follow-up with parishes that will include reporting measures such as these as well as intermittent audits of parish records.

Hopefully the following notes will assist you in completing the Reporting Forms.

**Task 1: Complete the 10 Steps Chart**

- our 10 step process will again be used to assist parishes to make sure they are up to date with this program. A complete description of each step can be found at the end of this document.

**Task 2: Complete Positions Chart**

- the largest number of volunteer positions from a single parish to date that we have heard of is 90, so that is how many rows we put in the chart. If you have more than 90 volunteers, please feel free to add rows to your chart as this document is editable or delete or delete if not needed.

**FAQ's (Frequently Asked Questions)**

**When is the due date for this material in the Synod Office?**

- Every parish needs have their reporting process handed in to the Synod Office by Monday February 28, 2011.

**In what form do I hand in the “Reporting Process”?**

- a hard copy of all the material is required.

**Why have you removed the word completed from the chart and replaced it with “up to date”?**

- We have done that because this work is never complete and needs continuous attention to keep it up to date. Having the word complete leaves parishes with the feeling that the work is done and we need to be reminded that it is a continual every changing process.

**Why are we now keeping a photocopy of all Police Record Checks in our parish files and never destroying these files?**

- This is a new requirement from our insurer, Ecclesiastical.

If you have any questions or concerns, please contact Canon Marni Nancekivell (marni.nancekivell@niagara.anglican.ca) or screening@niagara.anglican.ca for assistance.

## Volunteer Management and Screening Reporting Process

Date: \_\_\_\_\_ Parish: \_\_\_\_\_

**Parish Volunteer Coordinator**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

### Task 1: COMPLETE 10 STEPS CHART

<i>10 Steps for Volunteer Management and Screening</i>	<i>Up to date</i>	<i>If not 100% up to date, anticipated time frame is...</i>
1. Establish a position of Parish Volunteer Coordinator		
2. List <u>all</u> positions in the parish		
3. Create Preliminary Position/Job Descriptions for all positions		
4. Perform a Risk Assessment on each Position		
5. Create appropriate screening procedures & boundaries/limitations		
6. Establish follow-up procedures & add to job descriptions		
7. Adjust job descriptions & create record-keeping forms for use in screening		
8. Apply screening procedures		
9. Provide necessary follow-up, training and support		
10. Recognize people & celebrate their ministries		

**What assistance do you need to complete the task?**

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