

SCREENING OF VOLUNTEERS 2.51

Policy

LAMP's screening process is designed to provide an opportunity for the volunteer co-ordinator and the potential volunteer to understand the expectations, needs and resources of each. As well, LAMP will take all reasonable precautions to ensure that no harm comes to its clients, employees or volunteers, through the hiring or recruitment of persons with a history of violence or other serious criminal behaviour.

Procedure

The volunteer co-ordinator is responsible for ensuring that the screening process is completed. The screening process includes:

- A review of the completed **LAMP Volunteer Application** form
- An interview with the volunteer covering:
 - reasons for volunteering
 - availability of the volunteer
 - skills or qualifications needed for the position
 - expectations from the assignment
 - suitability for specific position
 - time commitment required by the position
 - discussion of the reference requirements
 - discussion of the police check, what the procedure is and what information is released
- Reference check, minimum of 2 references, one of which cannot be a relative
- Police check for those who will be working in programs whose participants are primarily children, youth, or vulnerable adults.

SCREENING OF VOLUNTEERS cont'd

Police Records Check Process

Please note: At no time does LAMP receive a copy of the record.

The procedure is :

- Volunteer applicant completes and signs a consent form for a police check
- The consent form or waiver is sent to the Toronto police
- The police conduct a computer scan of police records across Canada
- A letter will be sent to both the applicant and LAMP stating that the check revealed no known criminal record on file
- Should the check reveal some information which needs clarification the applicant will receive a letter inviting them to call the police to discuss the findings. LAMP will receive a copy of this letter
 - After the applicant has clarified the information with the police, the applicant will be given a written summary of the details. A letter will be sent to LAMP telling us that the applicant met with the police and was given a written summary of the findings which the applicant can disclose to LAMP at his or her own discretion. **LAMP will not be sent a copy of the information. It is entirely up to the applicant whether they want to pursue it further.**
 - If the applicant wishes, they can arrange a meeting with the volunteer co-ordinator to discuss the police findings. If the volunteer co-ordinator agrees that the findings do not indicate the person to be a risk to others then the person may remain volunteering.
- Cost for the records check will be paid for by the LAMP program

N.B. Volunteers who live outside of Toronto follow a slightly different process.