4.3 Volunteer Screening Policy

**Purpose**

<Insert Organisation Name> is committed to the screening process to ensure suitability and compatibility for both volunteers and <Insert Organisation Name>.

**Background**

In order to ensure the safety of staff, clients, volunteers and <Insert Organisation Name>, including its reputation, <Insert Organisation Name> requires all volunteers to undergo a screening process including a National Police Check.

**Policy**

Volunteer screening will be planned and documented and will follow standardised procedures to ensure a fair, inclusive and transparent approach in line with best practice and relevant legislation outlined in the Commitment to Volunteer Involvement Policy. The <Insert Position> is responsible for ensuring best practice in volunteer screening and may designate responsibilities to supervising staff.

<Insert Organisation Name> complies with non-discriminatory principles and promotes diversity in its recruitment and screening processes. Information collected during the screening process will be treated and stored in accordance with the Volunteer and Staff Confidentiality and Privacy and Documentation and Records Policies and Procedures.

The screening process for volunteers with <Insert Organisation Name> includes:

* Position application form and / or application letter;
* Referee checks;
* Submission of satisfactory National Police Check;
* Submission of additional satisfactory checks as appropriate eg Working with Children Check;
* Evidence of ability to satisfy specified selection criteria, including via an interview process.

A satisfactory police check for volunteering with <Insert Organisation Name> will not include any convictions which may place staff, volunteers, clients or <Insert Organisation Name> at any risk. Unsatisfactory police checks may include, but are not restricted to, the following:

* Violence;
* Fraud;
* Theft.

The <Insert Position> will be responsible for making decisions regarding satisfactory or unsatisfactory police checks and/or referee checks in accordance with the Volunteer Screening Procedure. An unsatisfactory Working with Children Check will not disclose any personal information; a satisfactory check will result in a Working with Children Registration Card supplied to the individual to then be verified by <Insert Organisation Name>.

<Insert Organisation Name> will not undertake any screening process that could be deemed unnecessary for the role or potentially discriminating.

Due to expiry periods and the need for risk management, National Police and Working with Children Checks will form part of an ongoing screening process for volunteer suitability to volunteer with <Insert Organisation Name>.

**Responsibility**

This policy affects all volunteers; its application lies with the <Insert Position> and supervising staff.

**Standards**

1.1-1.4, 2.1-2.3, 3.3, 4.1-4.4, 6.2, 8.1

**Related Policies and Procedures**

* Commitment to Volunteer Involvement Policy
* Volunteer Recruitment Policy and Procedure
* Volunteer Screening Procedure
* Volunteer Selection Policy and Procedure
* Documentation and Records Policy and Procedures
* Volunteer Confidentiality and Privacy Policy and Procedure
* <Insert Organisation Name> Staff Confidentiality and Privacy Policy and Procedure
* <Insert Organisation Name> Staff Records Management Policy and Procedure
* <Insert Organisation Name> Staff Data Security Policy and Procedure

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| Approved | CEO, | Signature |  |
| Review | Annual | Next Review Date |  |