4.4 Volunteer Screening Procedure

**Procedure**

All applicants for volunteer positions with <Insert Organisation Name> will be screened for suitability and compatibility in accordance with the Volunteer Screening Policy. To ensure due process all applicants, internal or external, will undergo the same screening process and criteria. All volunteer applications deemed satisfactory will then be considered for selection in accordance with the Volunteer Selection Policy and Procedure.

All volunteer applications and parts thereof will be treated and stored in accordance with the Volunteer Screening Policy, and the Volunteer and Staff Confidentiality and Documentation and Records Policies and Procedures, and all staff involved in the screening process will treat each volunteer application in accordance with the Code of Conduct.

Feedback on the screening process and determinations will be made available to applicants upon request.

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>.

**Volunteer Application**

Evidence of ability to satisfy selection criteria will be considered in screening volunteer suitability. All applications must address the essential requirements as stated in the advertisement and/or volunteer position description and selection criteria. This may include:

* An application form or application letter;
* Selection criteria responses;
* Referee contact details;
* A current National Police Check (within 12 months) or completed National Police Check application.
* A Working with Children Registration Card, resultant of a satisfactory screening check, or receipt for completed Working with Children Check application.

Where there is unsatisfactory or no evidence the volunteer application will be considered unsatisfactory and the individual will be notified as outlined below under “Unsatisfactory Screening”.

Where the individual has satisfied the initial criteria outlined above, the volunteer application will be submitted for consideration for an interview.

**Selection Panel**

The <Insert Position> shall nominate a selection panel who have knowledge of the work area, an understanding of the volunteer work to be performed and knowledge of the Volunteer Screening and Selection Policies and Procedures. The selection panel may consist of the <Insert Position> and one or more relevant staff.

**Interview**

The panel will ensure applicants are invited to participate in an interview no less than 5 days prior to scheduled interview times and are clearly advised of the date, time and place. Panel members will arrange a standard set of questions to be asked of each applicant based on the role requirements. The panel chairperson is responsible for ensuring the panel members are familiar with the merit principle and understand the position to be filled.

A minimum of 30 minutes should be allowed for each interview. The interview must be carried out in an appropriate setting where interruptions will not occur and privacy is assured. The selection panel will document each applicant’s responses ready for selection. Depending on the volunteer role requirements the selection panel may choose to shortlist interviewees further for National Police Checks, Working with Children Checks as appropriate, and referee checks, or may forward all applications for further screening.

The interview format may be adapted to a more, or less, formal structure as appropriate in relation to the volunteer position requirements. The <Insert Position> may use discretion in inviting applicants to a less formal interview. Standard interview questions will be used with all applicants to ensure a fair and regulated process.

**National Police Check**

Applicants will submit to <Insert Organisation Name> either a copy of a recent National Police Check (within 12 months) or a completed National Police Check application form along with photocopies of required identification documentation. <Insert Organisation Name> is responsible for sending each application and for receipt of and payment for each National Police Check.

The <Insert Position> will decide, in consultation with the CEO, if the police check received is satisfactory as per the Volunteer Screening Policy. The National Police Check will be photocopied and the original returned to the individual with notice of acceptance or rejection. The photocopy will be signed and dated by the <Insert Position> and stored as outlined above.

Management has discretion as to whether volunteers may begin work with <Insert Organisation Name> whilst the National Police Check is being processed, or only once a satisfactory National Police Check has been received, given the nature and duties of the volunteer role.

Renewal of National Police Checks is at the discretion of <Insert Organisation Name>. To ensure best practice, the <Insert Position> is responsible for ensuring the renewal of the volunteer’s National Police Check every 2 year period.

**Working with Children Check**

For any volunteer position involving the following, applicants will submit to <Insert Organisation Name> a copy of a Working with Children Registration Card for further verification of registration status or receipt for a completed Working with Children Check application form pending assessment:

* ongoing or more-than-incidental interactions with young people (refer to the Act 2013 for details and / or exemptions);
* interactions other than provision and / or receipt of information via telephone; or
* contact beyond only working with a record of the young person.

For a full list of exemptions, the <Insert Position> must refer to the *Registration to Work with Vulnerable People Act 2013.*

**Satisfactory Registration**

The satisfactory Working with Children Registration Card will be photocopied and the original returned to the individual. The photocopy will be signed and dated by the <Insert Position> and stored as outlined above. The <Insert Position> is responsible for further verification of registration status via the Department of Justice website.

<Insert Organisation Name> will reimburse the individual the cost of the application fee where a) successful registration is verified, b) the individual agrees to volunteer for the organisation and c) the volunteer provides the <Insert Position> with an Expenses Claim Form with attached receipt for payment of fees from Service Tasmania in line with the Volunteer Reimbursement Policy and Procedure.

**Conditional Registration**

The <Insert Position> is to note any conditions of registration and ensure the volunteer duties abide by those conditions. Where there is a conflict of duties in relation to the conditions, the <Insert Position> must raise this with the designated supervisory staff and the volunteer to either negotiate new duties or a new role, or to advise the volunteer of unsuitability for the role.

**Pending Registration and Verification**

Volunteers may not interact unsupervised with young people until a satisfactory Registration Card has been received and verified by <Insert Organisation Name>. Dependent on the nature of the volunteer role and duties and at the discretion of <Insert Organisation Name>, volunteers may either:

a) commence duties only under registered staff supervision pending registration processing, and must provide the <Insert Position> with a **completed and signed** Supervised Employment Statutory Declaration; or

b) commence other duties as required and agreed between the <Insert Position> and volunteer, and as outlined in the volunteer position description and in accordance with the *Registration to Work with Vulnerable People Act 2013.*

The <Insert Position> is responsible for periodic checks to ensure the continuance of satisfactory registration status via the online status check on the Department of Justice website. The Registration Card is valid for a 3 year period, assuming no change in the volunteer’s circumstances. The <Insert Position> will remind the volunteer to renew their Working with Children Check 3 months before the expiry date to allow for processing timeframes.

**Unsatisfactory Application**

Where the Check is unsatisfactory, no personal details or criminal history will be disclosed to the organisation; the individual will be contacted by the Department of Justice Working with Children Unit via the communication method of choice as noted on the application form to highlight any issues with their application. **The volunteer must cease any work (including duties commenced pending registration) with children immediately.** Unless the individual’s personal circumstances change, the individual must wait 5 years to reapply.

The <Insert Position> is responsible for management and clarification of the processes involved in the Volunteer Screening Procedure and should defer to the *Act 2013* and the Working with Children Unit regarding further clarification of any aspect of Working with Children Checks.

**Referee Checks**

Upon completion of the interview, the <Insert Position> or designated staff may contact each applicant’s nominated referees with a set of standard questions and will record the responses on the referee form. The responses may form part of the volunteer selection process dependent on the requirements of the volunteer position and at management’s discretion. Completed referee forms will be stored as outlined above and will be made available to all applicants upon request.

**Satisfactory Screening**

Where the volunteer application screening checks are deemed satisfactory, the volunteer application and all associated screening information will be considered for selection by the <Insert Position>.

**Unsatisfactory Screening**

If the application or any part of the screening process is deemed unsatisfactory the individual will be notified within 48 hours of the decision being made.

**Application**

This procedure affects all volunteers; its application lies with the <Insert Position> and designated 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
* Risk Management Policy and Procedure
* Volunteer Recruitment Policy and Procedure
* Volunteer Screening Procedure
* Volunteer Selection Policy and Procedures
* Volunteer Reimbursement Policy and Procedure
* Documentation and Records Policy and Procedure
* 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
* <Insert Organisation Name> Staff Code of Conduct

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