

Prevention

Screening

AOA is committed to providing safe environments for children, youth and other vulnerable persons. To demonstrate this commitment, AOA has a [Screening Policy](#) that all staff, volunteers, coaches and other individuals in paid or volunteer positions who are in direct contact with minors must abide by. The procedure and recommendations can be found in the Volunteer Program Policy.

Policy for Screening of Volunteers or Employees

Reviewed: February 9, 2020 by the AOA Board of Directors

AOA reserves the right to screen paid staff, consultants or volunteers.

AOA shall screen staff, consultant, or volunteers if the position **involves the individual being alone and unsupervised with persons identified as vulnerable** (a vulnerable person is an individual who has difficulty protecting himself from harm temporarily or permanently and is at risk because of age, disability, handicap or situation).

Also, AOA shall require screening for volunteers **in leadership roles** who are in a position of trust. Position of trust *is a legal term that refers to a position of authority over another person or within an organisation*. Decision makers -Board members; Managers who supervise other volunteers or staff; Head coaches and coaches who are responsible supervising minors and other coaches.

Position postings and descriptions will clearly set out responsibilities of the positions and will indicate any screening requirements.

Applicants will provide needed contact information upon request (these may include reference checks, driver's record, Criminal Record Check and Vulnerable Sector Check) and give needed permission as a condition of application/consideration for the position.

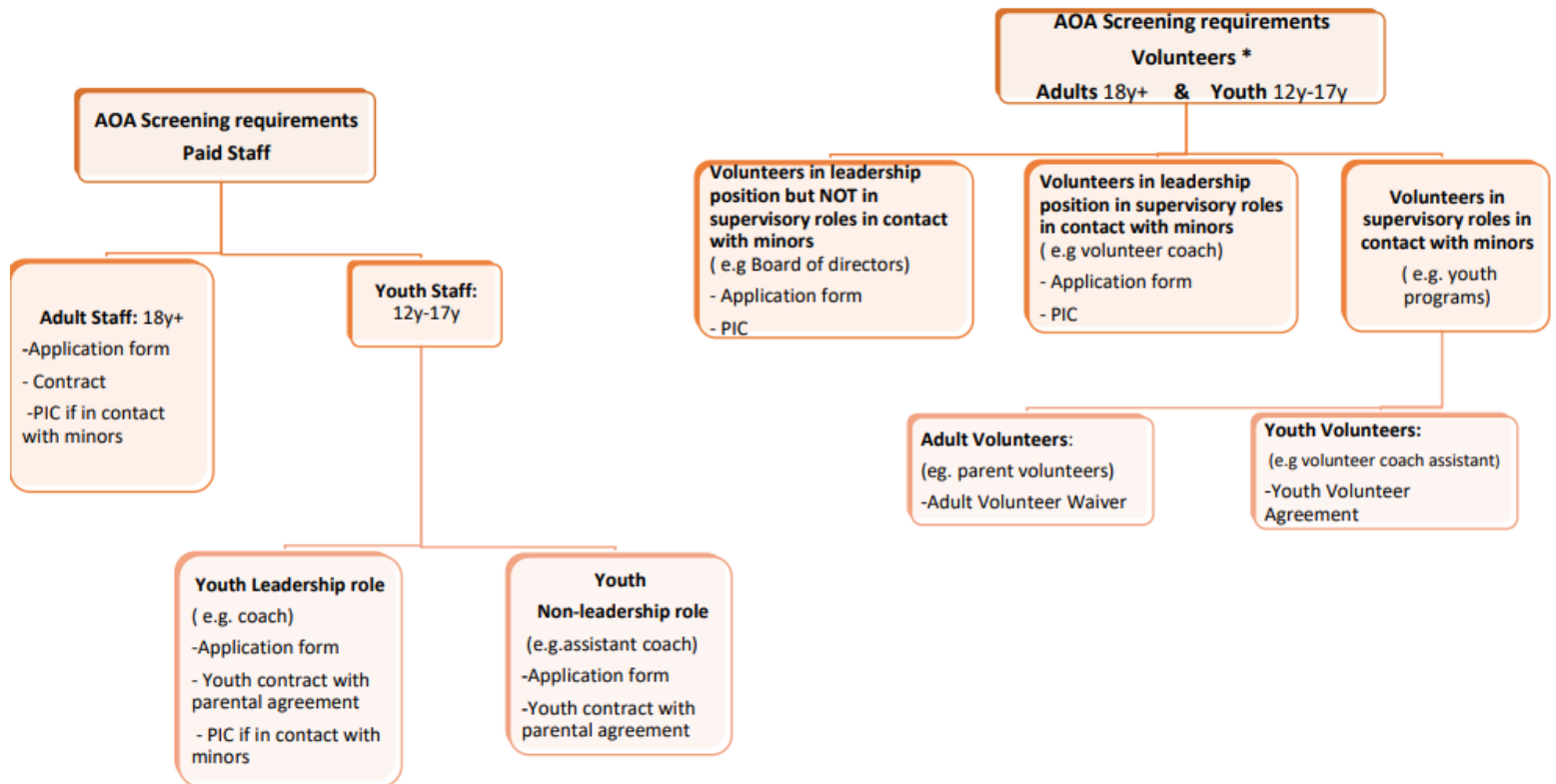
Screening process may include: interviews, reference checks, or Criminal Record Check and Vulnerable Sector Check.

Staff or volunteers will be supervised and evaluated by a member of the AOA board or delegated committee/committee member.

Staff or volunteers may be evaluated by program participants or supervisors during the program or as a follow-up activity.

Screening recommendations

The below Table outlines the level of screening and process for staff and volunteers. The detailed description can be found in the [Volunteer Program Policy](#).



Appendix D: AOA Screening Requirements Chart

* If you are a volunteer (either adult or youth) who is NOT in a leadership role, NOR in a supervisory role in contact with minors, then you have NO screening requirements.

PIC: Police Information Check

Supervisory role in contact with minors: in registered youth programs/camps/ youth training events, the volunteers can work with minors in supervisory roles, meaning they are responsible for monitoring/supervising the children's activities without the parent's/guardian's presence.

Leadership roles: volunteers who are in a position of trust. Position of trust is a legal term that refers to a position of authority over another person or within an organisation. Decision makers -Board members; Managers who supervise other volunteers or staff; Head coaches and coaches who are responsible supervising minors and other coaches.

Application Form: must contain previous work/volunteer experience and two non-family member reference checks.

Youth contract and youth volunteer agreement: must be signed by both the applicant (youth) and the parent/guardian.