

Guidelines for Screening Volunteers for Children's, Youth, and Family Ministry

Parishes in the Diocese of Nova Scotia and Prince Edward Island all have their own SafeR Church plan, which includes screening requirements for all volunteers. Those screening requirements may vary from place to place, but our insurance requires a minimum standard be met. These guidelines, which are the basic screening requirements for volunteers for diocesan children's, youth, or family ministry events are offered as just one example.

1. All potential volunteers must complete an application form.
2. All potential volunteers will be interviewed by the Youth and Family Ministry Coordinator and at least one member of the relevant committee or task group.
3. All potential volunteers must submit at least 2 references, who will be contacted by the Youth and Family Ministry Coordinator.
4. All potential volunteers must submit a Police Records Check with Vulnerable Sector Check.
 - For diocesan events, this is submitted to the Synod Office.
 - Note that this must come directly from the police agency and bear a seal from that agency. A copy printed at home is not sufficient.
5. All potential volunteers must read and sign any relevant policies, which may include:
 - The Position Description and Expectations for their role
 - The Youth and Family Ministry Code of Conduct
 - Confidentiality and Non-Disclosure Agreement
 - Diocesan Sexual Misconduct Policy
6. All potential volunteers must complete training, dependent on their volunteer role. This training will occur either in person or online, and the individual will need to update their training annually.
7. Once an individual is established as a volunteer, screening will be ongoing in the form of supervision and training.