

## Employee and Volunteer Screening Policy

### PURPOSE

Forest Edge Community Club's (FECC) is committed to protecting our members, visitors and employees in the work place. This policy has been created in alignment with Volunteer Canada's 2012 Edition of *The Screening Handbook*.

### POLICY

FECC is committed to creating an effective employee and volunteer screening process in order to protect its members, visitors, and staff. The following 10 step process has been adapted from the *2012 Screening Handbook*. All employees and volunteer will be subject to a variation of these screening standards.

1. Assessment: FECC's Board of Directors will determine the need for employees and volunteers, and will assess the required skills with candidate qualifications, needed to perform the specific role.
2. Position/Assignment: Subject to funding limitations, the Board of Directors will create required position descriptions, based on the club's mission, vision, values and assessment in step 1.
3. Recruitment: A fair and equitable recruitment process, with developed job postings, is used to find potential candidates for the vacant position.
4. Application: Questions on FECC's application forms and those asked verbally in the interview will follow human rights legislation as it relates to hiring; all candidates will receive the same questions.
5. Interview: whenever possible, two representatives from Board and/or Staff will conduct interviews of potential candidates; and if applicable/available, a minimum of five qualified candidates will be invited to interview for any one position.
6. References: The successful candidate will be provided a conditional offer, requiring the names of at least two references.
7. Police Checks: All volunteers dealing with vulnerable populations need to provide a valid Vulnerable Sector Police Check. FECC's definition of vulnerable people is in accordance with Criminal Records Act. A Vulnerable Screen Police Check is valid for two years, and must have been completed within the six months prior to hiring. Please note staff and volunteers will be required to re-submit Vulnerable Screening Police Checks every two year, or each time they are hired for a new position.
8. Orientation and Training: All employees and volunteers will undergo the FECC training process, adapted and identified for their role's specifics.
9. Support and Supervision: Employees and volunteers will be provide a Director or Employee with whom they will receive support and supervision.
10. Follow-up and Feedback: Employees and volunteers will participate, as required for their role, in the FECC Performance Planning process.

### ADDITIONAL INFORMATION

Volunteer Canada - The Screening Handbook (2012): <http://volunteer.ca/content/2012-screening-handbook>

### VERSION

Last Reviewed May 2014. Version 1.0

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