

## SAMPLE RISK ASSESSMENT CHECKLIST

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Where activity involves more than one risk level, the higher risk Screening Requirements is assigned		
✓	<b>VOLUNTEER BE WORKING WITH ADULTS &amp;/OR MINORS/VULNERABLE</b>	
	Always supervised by at least two qualified and unrelated staff members or volunteers	Low
	Adult-to-adult involvement in groups or large gatherings	Low
	May have involvement with Minors/Vulnerable but ALWAYS with parents/guardians present	Low
	Involved with Minors or Vulnerable without parents/guardians but only in large gatherings	Med
	Involvement with Minors/Vulnerable without parents/guardians being present	High
	Involvement with clients/participants may include small groups or potentially vulnerable situations	High
	Overnight duty is or may be involved	High
	Visits stakeholders in their homes (see 2 adult rule)	High
	<b>VOLUNTEER WILL HAVE ACCESS TO (BUILDING/OFFICE/FILES/INFORMATION)</b>	
	Access to office and/or office equipment during office hours with staff ALWAYS present and no access to sensitive/confidential information	Low
	Access to office and/or office equipment during office hours with intermittent staff supervision	Med
	Has access to office and/or office equipment during or after office hours without staff present	High
	Involvement with finances (collecting money, counting money, writing cheques)	High
	Has access to files (volunteer, employee, parishioner)	High
	Involvement with or access to personal/critical/sensitive information	High
	<b>VOLUNTEER WILL BE DRIVING (SEE DRIVER FORM AND DIOCESAN TRANSPORTATION POLICIES)</b>	
	Transporting participants who are not minors and not vulnerable in group outings	Low
	Transporting persons under 18 years old or vulnerable adults	High

SCREENING REQUIREMENTS	
<b>LOW RISK</b> <ul style="list-style-type: none"> <li>○ Volunteer Information Form</li> <li>○ Interview with parish volunteer screening coordinator or members of parish team</li> <li>○ Agreement with <i>Model Code of Conduct</i></li> </ul>	<b>HIGH RISK</b> <ul style="list-style-type: none"> <li>○ Volunteer Information form &amp; Reference Release Form</li> <li>○ Interview with Parish Volunteer Screening Coordinator or members of parish team</li> <li>○ Three references</li> <li>○ 1 year prior volunteer experience with parish at progressive risk levels</li> <li>○ Background checks/testing (eg. police, child welfare)</li> <li>○ Agreement with <i>Model Code of Conduct</i></li> </ul>
<b>MEDIUM RISK</b> <ul style="list-style-type: none"> <li>○ Volunteer Information Form &amp; Release Form</li> <li>○ Interview with the Parish Volunteer Screening Coordinator or members of parish team</li> <li>○ Two references</li> <li>○ Agreement with <i>Model Code of Conduct</i></li> </ul>	
<b>DRIVER (in addition to the above screening requirements)</b> <ul style="list-style-type: none"> <li>• Driver Application Form (if transporting clients, participants, other volunteers)</li> <li>• Drivers abstract, upgraded auto insurance (see Diocesan Transportation Policy)</li> </ul>	