

Tips for Screening Volunteers

Screening is one of the most important steps your club can take to ensure a safe, enjoyable environment to help protect children and young people from physical and sexual harm.

Your club will benefit from screening potential applicants by:

- Creating and maintaining a safe environment at your club
- Identifying skills, experience and qualifications to match the applicant to the task.
- Providing an opportunity for you to learn more about the applicant's interest and prospects.

Assessment

Identify any risks which may be associated with volunteer appointments.

Position Description

Create meaningful position descriptions for all volunteer positions to provide a clear description of the role and responsibilities and for your club to better manage the volunteer throughout their involvement.

Application Form

A standard form for all positions, which collects basic information, eg name, address, contact number, referees etc.

Interview

Develop a list of questions so that each interview has a consistent format.

References

Your Application Form should include a section where potential applicants provide referee contact details. Follow up with referees, particularly for positions where your volunteer will be involved in finances. Maintain a record that referees were contacted following the interview process and record those details on the Volunteer Data Sheet.

Working with Children Checks/Police Checks

A Working with Children (WWC) Check and Police Check are not the same.

Working with Children Checks

Under the *Working with Children Act 2005*, if you are engaged in child-related work and not exempt, you must have a WWC Check even if you have undergone a Police Check.

The WWC Check is an ongoing assessment by the Department of Justice of a person's suitability to work with children, examining relevant serious sexual, physical and drug offences in a person's national criminal history and, where appropriate, their professional history.

The [Department of Justice, State Government Victoria Working with Children Check](#) website provides extensive information, including:

- How to apply for a Check
- Information about who requires a Check and who is exempt
- How much a Check will cost
- Updating requirements

See also the Department's [Working with Children Check Information Sheet](#).

Police Checks

The Police Check does not involve an assessment by a government agency. It is only a list of offences at a point in time. Some organisations need the list to help them assess a person's suitability for other kinds of work, eg an accountant or treasurer, where they would be looking for any fraud offences.

For more information about applying for a Police Check, go to [Victoria Police](#).

Induction

During the induction process, your club buddy/mentor/Volunteer Coordinator is responsible for informing the successful applicant of your policies and procedures and ensuring they fully understand what is expected of them in their new role at your club.

Supervision

If required, your club buddy/mentor/Volunteer Coordinator should provide regular supervision of volunteers, requesting feedback and conducting reviews based on their position description. It is also important to make sure that the volunteer's role is still important and relevant to your club.

1. Feedback

To better understand your volunteers and the work they are doing for your club, your club buddy/mentor/Volunteer Coordinator should request feedback, which will enable you to modify the role if necessary and continually improve volunteer performance.