

## **Policy: Member Screening, Risk Management**

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**Policy # 15**

**Number of Pages:** 3

**Date of Approval:** August 2002

**Approved By:** Board of Directors, Management

**Review Date:** November 2023

**References:** Vulnerable Sector Check Policy # 7  
Membership Policy # 14

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### **Statement:**

The Society of Saint Vincent de Paul is committed to the safety and well-being of those whom we serve and of our members. This commitment is demonstrated by a combination of measures designed to help ensure that appropriate people are accepted for this form of service, there is adequate orientation, training and supervision, and that risks are reduced and managed to the extent that is practical. To this end, and in compliance with policy directives of the Ministry of Community and Social Services and the Archdiocese of Toronto, the following policy applies to all volunteer members of the Society, also known as “Vincentians”. The term “member” and “Vincentian” for the purpose of this policy mean one in the same.

### **Procedure:**

All members, (as defined in the Membership Policy), shall successfully complete each of the following requirements, as listed below.

1. Application for Membership
2. Interview
3. Vulnerable Sector Checks – *see Policy #7*
4. Service Covenant
5. Orientation
6. Risk Management Rules
7. Vulnerable Sector Declaration, as issued by the Board

## **Procedures:**

### **1. Application**

All new applicants shall submit a completed Application for Membership form. Current members will submit a completed Member Information form should changes need to be made to their file.

### **2. Interview**

Interviews for members and for applicants for membership will be conducted according to the procedures in place at the time. Typically, interviews are conducted by the Conference President or a person delegated the responsibility.

### **3. Vulnerable Sector Check – *see policy 7***

The member applicant will submit a Vulnerable Sector police records check application to the police services in the jurisdiction in which they reside. They will then submit the letter from the police services, stating that no convictions or charges or incidences are on file, nationally or locally, or will submit the report outlining these, to the Executive Director

Where convictions, charges or incidences in the report raise a concern, the onus will be on the member applicant to demonstrate that these do not have a bearing on their suitability for membership. In this regard, the Executive Director will carefully consider convictions or other occurrences related to the following:

- issues related to assault (physical or sexual), or difficulty with anger management;
- hate crime issues;
- breach of trust issues;
- ongoing substance abuse;
- ongoing mental health issues;
- other areas that may affect the person's ability to consistently act in the best interests of those being served.

Where a member applicant has submitted a police report to the Executive Director for consideration, the original report will be returned to the person. No copy will be retained in the file. The recommendation of the Executive Director will be included on the Member Information Application for Membership form.

Applicants may be required by Police Services to attend for fingerprint verification; letters confirming the responsibilities of the Society in support of this process are available from the Head Office.

### **4. Service Covenant**

Each member applicant shall complete and submit this form.

## **5. Orientation**

The member applicant will complete the orientation requirements in place at the time.

## **6. Risk Management Rules**

Risk Management Policies and Procedures are in place for all programs and services of the Greater Toronto Central Council. In addition to these the following rules shall apply to all members:

- No member will visit the home of any Neighbour in Need unless accompanied by another member or from time to time, on an emergency basis, a responsible adult;
- All visits to the home of women living on their own will be made by two women or by a male/female team. Where it is not practical to abide by this requirement, previous agreement with the Neighbour in Need, or an alternative location will be arranged;
- If, in the course of performing one's duties as a Vincentian, it is deemed appropriate to transport an unaccompanied person by automobile, the member must be accompanied by another member, or another adult deemed by the member to be responsible.

In carrying out their duties, the Vincentian will at all times be governed by what a reasonable person would determine to be in the best interests and safety of the client and in the interests of their own safety.

### **Failure to Comply**

Where a member fails to comply with the above requirements or rules, membership will be reviewed by the Executive Director and a recommendation will be made to the Board of Directors of the Greater Toronto Central Council for their consideration and necessary action.