

Policy: Member Screening, Risk Management

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

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, and that 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, the Archdiocese of Toronto, and other funders, the following policy is approved for implementation.

Procedure:

All members, including Associate and Provisional members (as defined in the Membership Policy), since they regularly or, from time to time, serve vulnerable adults or children, shall successfully meet each of the following requirements:

1. Application for Membership
2. Interview
3. Vulnerable Sector Checks – *see Policy #7*
4. Service Covenant
5. Orientation
6. Risk Management Rules

Procedures:

1. Application

All new applicants shall submit a completed Application for Membership form.

2. Interview

Interviews for applicants for membership will be conducted according to the procedures in place at the time.

3. Vulnerable Sector Check – *see policy 7*

The applicant will submit a Vulnerable Sector police records check request 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/incidences are on file, nationally or locally, or will submit the report outlining these, to the appropriate person/committee.

Where convictions, charges or incidences in the report raise a concern, the onus will be on the 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 an applicant has submitted a police report 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 Application for Membership form.

4. Service Covenant

Each applicant shall complete and submit this form.

5. Orientation

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

6. Risk Management Rules

Rules are in place for all programs operated under the Special Works of Toronto Central Council. In addition to these the following rules shall apply to all members.

- No member will visit the home of any client unless accompanied by another member or, in the event of an urgent request, a responsible adult;
- All visits to the home of women living on their own will be done by two women or by a male/female team. Where it is not practical to abide by this requirement, previous agreement with the client 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 other 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 made to the Toronto Central Board of Directors, as per procedures in place at the time.