



# SAMPLE VOLUNTEER SCREENING TIPS

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. Including child safety requirements.

## Application Form

A standard form for all positions, which collects basic information including 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.

