APPENDIX 1: VOLUNTEER TRACKING FORM

NAME OF CANDIDATE / VOLUTEER / MINISTRY LEADER	Safe Church "What & Why" Video: Date watched	Policies & Guidelines for Ministry Leaders & Volunteers Video: Date Watched	Review: Ministry Specific Policy and Guideline document	Code of Conduct Agreement	Safe Church Annual Requirements "Section D"	Policy & Guidelines for Candidates "Appendix 2"

Appendix 2 to SAFE CHURCH POLICY of Trinity CRC
GENERAL PROCEDURES APPLICABLE TO CANDIDATES

A. DEFINITIION

CANDIDATE: Any person who had expressed a desire to serve as an employee of Trinity Christian Reformed Church or in any volunteer capacity at Trinity Christian Reformed Church (including Council and Committees) and, subject to compliance with this policy, has been accepted by Council and/or the congregation to serve in that capacity.

B. SCREENING PROCESS

1. All Candidates aged 16 or older must fill out the **Volunteer Profile Form** (Schedule "A"). It is the responsibility of the Program Leader to ensure that the Volunteer Profile Form is completed and that the Safe Church Committee Administrative Coordinator is informed of any new volunteers in Trinity Christian Reformed Church.

2. All Candidates must be approved by their Program Leader and another volunteer. It is at the discretion of the Program Leader how approval is assessed, for example, going over the Volunteer Profile Form with the Candidate or requiring at least two background references, etc. Program Leader must then sign the **Volunteer Approval Form** (Schedule "AA") to acknowledge approval of the Candidate.

   EXCEPTION:
   a. Council has their own vetting process and Committee Members are approved by all council. However, if Council Members or Committee Members volunteer for something else, then they are required to complete B2 of screening process.
   b. Volunteering that does not involve unsupervised care. For example, a parent or friend may help during a program event that is out in the open or in public area. This is always at the discretion of the Program Leader.

3. All Candidates must submit to a **Security Clearance Check** via the **Edmonton Police Services** ("EPS"). The Candidate should be made aware of the Security Clearance Check process, the privacy of the information received and the minimal extent of details that will be forwarded by the authorities to the Safe Church Team.

   The Role and Responsibilities of The Safe Church Administrator ("SCA") in this process:
   a. The SCA has the sole responsibility of processing the Volunteer Profile Forms and Volunteer Approval Forms.
   b. The SCA, with the support of the Church Admin will process the Security Clearance Checks, taking care to maintain confidentiality of all documents pertaining to the Screening Process.
   c. All documents are to be kept by the SCA in a personnel file in a secured location within the church facility. The provisions of the Alberta's Personal Information Protection Act must be compiled with.
   d. The SCA or Church Admin will inform the Candidate should the results of the Security Clearance Check by EPS return as "Unable to Clear", and to provide information as to

what can be done. This would typically require the Candidate to apply in person at EPS for disclosure of the reasons and/or clarification of identity.

e. It should be noted that reasons and details for the "Unable to Clear" will only be released to the actual individual whose name has been searched and, only with that individual's permission, can the information be released to the relevant church contact person.
f. The Candidate can only proceed forward with the Screening Process when the results of the Security Clearance Check by EPS return as "Cleared".
g. In such an event, the SCA will inform the Safe Church Team, and The Safe Church Officer will inform Council.

4. COMPLICNCE REQUIREMENTS

a. All Candidates must have been affiliated with Trinity Christian Reformed Church for a minimum of six months prior to the scheduled commencement date of any duties that involved unsupervised care or supervision of children.
b. All Candidates, existing volunteers and staff must agree to comply with Trinity Christian Reformed Church's Safe Church Policy and Procedures Manual with all policies attached to it.
c. All Candidates will be asked to sign the **Code of Ethics** see attached). The original copy of this, once signed, shall be retained by the SCA in the appropriate personnel file.

5. REFUSAL TO COMPLY

a. Any Candidate who refuses to follow the provision of this policy and the affiliated policies describe herein shall be prevented from commencing their volunteer position.
b. Any existing volunteer of staff who refuses to follow the provision of this policy and the affiliated policies describe herein will be required to resign from their position.
c. Any such decision shall only be made by Council or Council Executive and shall only be made after hearing the reasons for such refusal from the Candidate, the volunteer or staff person.
d. The fact that such a decision has been made may, if necessary, only be communicated to the congregation in such a manner as to respect the privacy of the individual. The rationale of such a decision should remain private unless the individual consents, in writing, to the disclosure of such rationale.

I have read and understood the above Candidate Specific Guidelines and Policies and will act in accordance with these policies. I understand that my failure to do so may result in termination of my duties.

Signature of Volunteer/Leader/Staff: _____

(Please print you name): _____

Date: _____

Position in Child/Youth Program: _____

Program Leader: _____