

# Policy summary

Following is a brief overview of the screening requirements and preventive procedures for each volunteer position and committee. Further details are provided throughout the document.

Category	Screening & Training	Access
<b>Positions with oversight and authority: Meeting</b>		
These positions include, but are not limited to: <ul style="list-style-type: none"> <li>• Directors</li> <li>• Mentoring Clerk</li> <li>• Presiding Clerk</li> <li>• Treasurer</li> </ul>	All in these positions must be “approved adults”	n/a
<b>Positions with key responsibilities for the protocols</b>		
These positions include, but are not limited to: <ul style="list-style-type: none"> <li>• Contact People</li> <li>• Police Check Manager</li> <li>• SAHC or its successor</li> </ul>	All in these positions must be “approved adults”	Contact people may interact with children and vulnerable adults
<b>Positions with oversight and authority: Staff</b>		
These include, but are not limited to: <ul style="list-style-type: none"> <li>• Personnel Committee</li> </ul>	All committee members must be “approved adults”	New committee members must become “approved adults” before supervising staff
<b>Positions with oversight and authority: General</b>		
These include, but are not limited to: <ul style="list-style-type: none"> <li>• Ministry and Counsel</li> </ul>	All committee members must be “approved adults”	
<b>Positions with oversight</b>		
These include, but are not limited to: <ul style="list-style-type: none"> <li>• Refugee Committee</li> <li>• YSHYM coordinator</li> </ul>	All in these positions must review and consent to the procedures	n/a
<b>Staff</b>		
This includes all staff, except for exemptions.  Exemptions are staff positions with little access to children or vulnerable adults, including, but not limited to: <ul style="list-style-type: none"> <li>• cleaners</li> </ul>	All staff must be “approved adults”, as a condition of employment  Three references are required, as part of the hiring process	Staff may not take responsibility for children when alone  Staff are to refer vulnerable adults who need ongoing support to an appropriate resource

