

Volunteer Risk Audit Template

Overview

This template has been designed as a resource and guide to identifying and managing risks associated with a specific volunteer role/position. It has been created utilizing the 10 Steps of Screening created by Volunteer Canada, which outline the steps to manage risk within your organization.

This tool is designed to be a quick and easy to use resource to help identify and minimize the risks within volunteer programs you run. It is not meant to be legal advice or expertise.

Steps:

1. Identify the role you would like to audit
2. Bring together a small group of stakeholders (2-4) to provide input
3. Brainstorm the potential risks around the role, record them in the chart
4. Review the chart line by line to identify the likelihood of this happening and the severity
5. Once the likelihood and severity have been identified, use the colour code below to identify the Red (high risk), yellow (medium risk) and green (low risk) appearance.
6. Tally the number of each to create the overall risk assessment.



Name of Position: _____ Date: _____

Frequent + High = High Risk	Frequent + Medium = Medium Risk Frequent + Low = Medium Risk	
Occasional + High Risk = High Risk	Occasional + Medium = Medium Risk	Occasional + Low = Low Risk
Rarely + High = High Risk	Rarely + Medium = Medium Risk	Rarely + Low = Low Risk

Sample: Child Minding

Likelihood of occurrence (frequent, occasional, rarely)	Severity (Low, Medium, High)	Potential Risks	Action to Manage Risk	Action Officer
Rarely	High	Child disappears	Designate area for child minding	Program Lead
Frequent	Low	Child falls- minor injury	Remove tripping hazards	Program Lead
Rarely	Medium	Vol. grows angry with children	Screen vol. to ensure personality fit for childminding	Volunteer Engagement

of High Risk items: 1 # of Medium Risk items: 2 # of Low Risk items:

Note: See chart on next page to identify if the position is High, Medium or Low Risk. Screening, based on Volunteer Canada’s 10 Steps of Screening should correspond to the level of risk. Actions need to be suggested which, when implemented, should be able to minimize the risks associated with the role.



Screening According to Risk Level

Based on Volunteer Canada’s “10 Steps for Screening”, which provides clear guidelines for developing screening practices, these practices show the organization’s commitment to safe and meaningful volunteer engagement.

Screening step	Low Risk	Medium Risk	High Risk	Document required (list the documents relevant to your organization)
Assessment (of Programs, Policies and Risks) Outlines how you collect, use and disclose information.	Required	Required	Required	Risk audit completed
Volunteer Position and Assignment Description Clearly set out the responsibilities, expectations, skills and abilities required to perform volunteer task successfully.	Required	Required	Required	Role/Position Description
Recruitment and Communication Strategy Informs volunteers about what personal information you are collecting, why you collect it and what you do with the information.	Not required	Required (minimum details needed)	Required	Recruitment plan. PIPEDA statement. Identification of Privacy Officer.



Screening step	Low Risk	Medium Risk	High Risk	Document required (list the documents relevant to your organization)
Application Form and Information Package Limit the information collected to what is necessary for carrying out your screening obligations.	Required	Required	Required	For episodic volunteering, event application form may suffice. Information package may be general information from website.
Interview and Information Sessions These allow both the organization and the potential volunteer to make informed decisions about participation.	Not required	Required	Required	Interview questions are designed for each role. Presentation for information session. Role descriptions or other relevant details.
References When checking references, get consent from potential volunteers to obtain personal information from third party referees.	Not Required	Required	Required	Reference questions specific to role. Identification of the type of reference required (i.e. personal, professional).
Police Checks The collection, use and disclosure of this information must be directly related to the volunteer opportunity and circumstances.	Not required	Required	Required	Documentation from police department. Policies in place to support decisions made based on police check. Confirmation of police screening document.



Screening step	Low Risk	Medium Risk	High Risk	Document required (list the documents relevant to your organization)
Orientation and Training Educate volunteers about your privacy practices and policies to increase their trust and help build pride.	Required	Required	Required	Presentation. Handbook. Policy manual (synopsis of relevant policies).
Support, Supervision and Evaluation An organization must balance both its legal obligation to provide supervision in the interest of program safety and the volunteer's right to privacy.	Not Required	Required	Required	For both (Medium/High Risk), exit interviews and informal check in's. For High Risk, formal evaluation, check in with clients/volunteers, random spot checks of volunteers/clients .
Follow-up and Feedback Provide evidence of a volunteer's progress and history, which serves as an authoritative source of accurate information about them.	Required	Required	Required	Feedback documentation in all cases, provides foundation for retention even for low risk/episodic volunteers. Evaluation forms. Certificates.

