



# RECORD CHECK ASSESSMENT TOOL

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Volunteer organizations may not always need a record check for a position. By using this POSITION ASSESSMENT TOOL, and the subsequent RECORD CHECK FLOW CHART, organizations can help determine whether they should perform a record check. *This is only a guide. This tool is intended to provide guidance, not preclude or limit consideration of other relevant factors, as assessed by the organization.* Step 1: complete this **POSITION ASSESSMENT**. Step 2: complete the **RECORD CHECK FLOW CHART** using information from Step 1.

### STEP 1: POSITION ASSESSMENT TOOL *(Adapted from Volunteer Alberta)*

ASSESS POSITION DETAILS	<u>DETAILS</u>
Location of Position	
Clients/Contact with People Vulnerable clients? Age? Disabilities?	
Duties: <ul style="list-style-type: none"> <li>✓ Does position provide access to organizational or client assets?</li> <li>✓ What are core job requirements?</li> </ul>	
Supervision Unsupervised? Working alone? Team work?	
Training available	
<b>ASSESS OPPORTUNITIES and RISKS</b>	
What skills are required? What kind of qualities are needed for the role?	
Given position, what are risks? What are risk mitigation tools (ex. supervision, access, policy in place)?	
Other types of screening that could mitigate risks	
<ul style="list-style-type: none"> <li>❖ Driver's abstract for driving positions?</li> <li>❖ Reference calls?</li> <li>❖ Would interview help mitigate risk?</li> </ul>	
Is a record check required by: Funder? Legislation?	

## STEP 2: RECORD CHECK FLOW CHART



### \*\* QUICK TIPS ON LAWS:

Bill 168 (Occupational Health and Safety Act) does not oblige organizations to do a record check of current or prospective employee) Income Tax Act does not oblige organizations to record check current or prospective employees. The Ineligibility provisions of the Act apply to Board members or people who control the organization, and do not absolutely prohibit volunteers with criminal records from these positions. See this [guidance](#).