



# Record Check

## Assessment Tool



## RECORD CHECK ASSESSMENT TOOL

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.* 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	DETAILS
Location of Position	
Clients/Contact with People Vulnerable clients? Age? Disabilities?	
Duties: Does position provide access to organizational or client assets? What are core job requirements?	
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)?	
<i>Other types of screening that could mitigate risks</i>	
Driver's abstract for driving positions? Reference calls? Would interview help mitigate risk?	
Is a record check required by: Funder? Legislation?	

## STEP 2: RECORD CHECK FLOW CHART

IS A RECORD CHECK REQUIRED BY LAW\*\* OR THE FUNDER?

YES

Is the type of check specified (Basic Criminal Record Check versus Vulnerable Sector Check)?

NO

If unspecified, a basic criminal record check should suffice

Consider the results of the check:

- ❖ in line with organizational policy;
- ❖ if no policy, criteria on Page 34-35 of [Blueprint](#).
- ❖ in line with Position Assessment Tool details above

YES

Complete required record check and consider the results of the check:

- ❖ in line with organizational policy;
- ❖ if no policy, criteria on Page 34-35 of [Blueprint](#).
- ❖ in line with Position Assessment Tool details

Basic criminal record check should suffice

YES

Go to [VS ASSESSMENT TOOL](#)

YES

NO

Does the position involve working with vulnerable clients?

NO

Will having a criminal record directly interfere with core job requirements? (ex. A person needs access to a correctional institution, and needs a check to do so)

OR

Does the position involve control over large amounts of organizational or client assets, and other safeguards (supervision, safety measures) are not feasible because of the nature of the work?

OR

Does the position give access to high security environments (ex. law enforcement, corrections)?

NO

Consider whether record check is necessary, and whether other screening tools would suffice

### \*\* 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](#).