

Risk Assessment Matrix for Determining Type of Police Record Checks Required for Volunteers

STEP 1: Assessing Risk Factors

	Low Risk Vulnerability	Medium Risk Vulnerability	High Risk Vulnerability
Participants	Adults or staff only	Adolescents or large groups of students	Younger children, vulnerable students, or one-on-one contact with students
Physical Setting	Open, common areas with high visibility (e.g. hallways, library, gym)	Classroom setting with staff present	Isolated areas, private rooms, or off-site locations (field trips, coaching)
Level of Supervision Required	Direct & Constant: Staff supervisor is always present and observing	Indirect/Intermittent: Staff are in the vicinity but potentially focused on other students	Minimal/None: Staff is not immediately available or volunteer is the primary lead
Degree of Volunteers Interaction with Participants	No direct student contact	Group interaction under general staff oversight	Direct one-on-one interaction or responsibility for student safety (coaching, overnight)
Volunteer Access to Confidential Information	No access to confidential info	Rare or infrequent access to limited information	Regular access to sensitive records
Example Volunteer Roles	Guest speaker in assembly; school garden helper; SCC member	Classroom reading helper; library book shelper; breakfast program volunteer	Community coach; field trip supervisor

Step 2: Use Risk Level to Determine Type of Screening Protocols Required

Mandatory Volunteer Requirements	Low Risk Volunteer Requirements	Medium Risk Volunteer Requirements	High Risk Volunteer Requirements
Volunteer Application Form Signed Volunteer Agreement	- Interview (optional/ informal) - Police Records Checks at the principal/ manager's discretion <i>Note: minor student (under 18) or current DDSB student volunteer do not require a PRC</i>	- Interview Criminal Record and Judicial Matters Check (CRJMC) required - At least one reference	- Interview Vulnerable Sector Check (VSC) required - Two to three references - specific proficiency verification for roles like coaching