



Screening Policy

Best Practice Resources – Volunteer Screening

The primary source for this sample screening policy is [Screening Applicants for Effectiveness by Friends](#) for Youth Mentoring Program. Please refer to your governing board and/or legal counsel when defining your organization's screening policy.

Screening Policy

All volunteer mentors with (*insert name of mentoring program*) are required to complete the following screening protocol before being matched with a youth participant in this program. This screening policy is designed to protect the safety of youth and adult participants and the integrity of this organization. This screening policy is modeled on best practice guidelines established in [Screening Applicants for Effectiveness \(SAFE\)](#)¹ which all mentoring program staff are required to review prior to performing any screening functions within their position.

Every person applying for consideration to mentor in this program will participate in the following screening procedure regardless of his/her background experience and/or affiliation with this program. An individual who chooses to remain a volunteer with this organization is required to submit information for re-screening every two years (* information required for re-screening).

- Complete written application
- Provide four personal references *
- Submit driving record, agency driving agreement and copy of current insurance coverage *
- Submit fingerprints *
- Submit authorization for criminal history check including: FBI criminal history check provided through the Oregon State Police, and sexual offender registry. The same checks must be performed in all states in which he/she has resided in as an adult. *
- Attend an eight-hour new mentor training
- Complete personal interview
- Sign appropriate intake forms such as:
 - Consent to evaluate
 - Volunteer commitment
 - Photo release
 - Mentor commitment

Mentoring program staff will rely on the following tools to determine the suitability of a potential mentor:

- Compilation of all interactions including past interactions
- Volunteer application
- Reference Check Questionnaires (4 for every applicant)
- Volunteer Interview
- Results of driving and background checks

- Training interactions
- On-going monitoring

As a team mentoring program staff will use the tools and processes described above to make an informed decision to except or decline an applicant to serve as mentor in this program. Staff are trained to pay attention to red-flags and informed intuition during the screening process and all potential concerns are considered serious. All staff are required to report any concerns related to the suitability of a potential applicant to the Program Manager. All potential mentors need to be informed and certify that they understand that all materials submitted and collected for the purpose of being considered to be a volunteer with the program are confidential and are the property of the agency.

These screening practices ensure the safety of both our volunteers and youth participants and help us to make the most successful mentoring matches possible. When a volunteer submits an application with our program it takes on average two to four weeks to complete the volunteer screening protocol and match the volunteer to a youth.

ⁱ Screening Applicants for Effectiveness (2006). Friends for Youth, Inc. Redwood City, CA.