

## AP 416-3 Risk Factor Protocol

Levels of Volunteerism:	Screening Process:
<p><b>Low Risk</b></p> <ul style="list-style-type: none"> <li>- always under the direction/observation of school based staff (eg: reading with children in the classroom; working in school office or teachers' workroom)</li> <li>- P.A.C. related activities (eg: fund raisers, social nights, hot dog days)</li> <li>-</li> </ul>	<p><b>Low Risk</b></p> <ul style="list-style-type: none"> <li>- completion of volunteer application form including signature on letter of understanding</li> <li>- option of Abbotsford Police Information Check (APIC)</li> <li>- publication of volunteer list</li> </ul>
<p><b>Medium Risk</b></p> <ul style="list-style-type: none"> <li>- usually under the direction/observation of school based staff</li> <li>- easily observed while working with student (eg: assisting in computer lab; working in a seminar room with one or more students; field trips, transporting a group of students)</li> </ul>	<p><b>Medium Risk</b></p> <ul style="list-style-type: none"> <li>- completion of volunteer application form including signature on letter of understanding</li> <li>- option of: reference check</li> <li>- option of APIC</li> <li>- publication of volunteer list</li> <li>- option of orientation meeting</li> </ul>
<p><b>High Risk</b></p> <ul style="list-style-type: none"> <li>-direct responsibility for students (eg: coaches, drivers (for field trips), etc.)</li> <li>- likely to be alone with students (eg: overnight field trips, coaching, transporting single student other than own child)</li> </ul>	<p><b>High Risk</b></p> <ul style="list-style-type: none"> <li>- completion of volunteer application form including signature on letter of understanding</li> <li>- check references, interview applicant and conduct period checks with volunteer and school staff</li> <li>- APIC must be completed</li> <li>- publication of volunteer list</li> <li>- orientation meeting required</li> </ul>