

Program / Activity Risk Assessment Checklist

Position: _____

Date Initiated: _____

Date Completed: _____

(Check each item as completed)

- _____ Develop job description for position
- _____ Identify level of risk for position:
 - _____ Participants
 - _____ Setting
 - _____ Nature of activity
 - _____ Level of supervision
 - _____ Nature of relationship between position and participants
 - _____ Impact on church
- _____ Revise job description with appropriate standards and expectations based on risk assessment
- _____ Determine screening measures for the position appropriate to the level of risk
- _____ Design application forms for the position
- _____ Plan appropriate recruitment for position (advertising, targeted recruitment, referrals, etc.)
- _____ Develop reference check questions based on the job description
- _____ Develop training and orientation process
- _____ Develop guidelines for supervision
- _____ Develop evaluation forms and standards
- _____ Document policies regarding termination, confidentiality and access to information
- _____ Ensure security of documentation
- _____ Conduct the search and inform all applicants of the screening procedures
- _____ Obtain permission from short-listed candidates for Police Record Check and Child Abuse Registry Check, if relevant to the position
- _____ When reference checks are completed, make the selection
- _____ If Police Checks are required, make appointment contingent on an appropriate P.R.C.
- _____ Supervise, support and evaluate workers as per policies