



JAYS CARE FOUNDATION VOLUNTEER AND STAFF SCREENING POLICY

Jays Care Foundation is committed to enhancing life skills and creating lasting social change for marginalized children and youth across Canada. We, at Jays Care, take every step to ensure the well-being of each child who participates in our programs as well as to ensure that our staff is carefully selected and trained to deliver safe, reliable programming. All Jays Care programs adhere to the following policies and procedures:

- 1. Jays Care Foundation systematically screens all individuals who will be interacting with children and youth in our programs. A clear Vulnerable Sector Check is collected from each program implementer (staff, volunteers, special guests) prior to start date and a minimum of two reference checks are completed.**
- 2. All staff and volunteers are required to read and sign Jays Care's Child Protection Standard Procedures document, which was reviewed and revised by the Canadian Centre for Child Protection. The document clearly outlines behaviours (appropriate vs. inappropriate) and expectations regarding child safety concerns and proper reporting procedures.**
- 3. All staff and volunteers are required to read and sign Jays Care's Conduct Guidelines document, which clearly outlines behaviours and expectations among all those who represent Jays Care (staff, volunteers, partners, etc.).**
- 4. All staff and volunteers receive 90 minutes minimum of extensive training in Jays Care's Child Protection Standards and Procedures. Specialized training content was thoroughly reviewed and revised by the Canadian Centre for Child Protection as well as BOOST Child and Family Services.**
- 5. All staff and volunteers receive 1-hour minimum of extensive training in Jays Care's Code of Conduct to ensure that each individual is familiar with the Foundation's expectations and guidelines.**
- 6. Jays Care Foundation provides all staff and volunteers (e.g., coaches and mentors) with contact information for local and regional Child Protection Agencies as well as the Provincial Child Advocate's Office for which the program is being implemented.**
- 7. All staff and volunteers are provided with detailed manuals, which include key information such as, signs of abuse and steps for responding appropriately to disclosures. Staff and volunteer manuals are tailored to meet program-specific needs.**
- 8. All partner organizations are asked to comply with Jays Care's Child Protection Standards and Procedures (e.g., Vulnerable Sector Checks and intensive training for all of their staff and volunteers), which is clearly outlined in each partnership agreement.**