

5.vii Volunteer Policy

Approved Sept 13, 2022

Definition:

Volunteer - A volunteer is a person who by choice and without compensation contributes time and service to assist in fulfilling the objectives of the MVCA.

Introduction: MVCA values and respects the involvement of volunteers in community events and activities. MVCA volunteers act as representatives of the MVCA.

Personal information will be gathered for each volunteer; name, address, phone, email, event they participated in stating when and where they volunteered. This information will be collected by the MVCA Volunteer Coordinator or their designate.

If a volunteer is to be in direct contact with children, youth/vulnerable individual(s) during an event, a clear Vulnerable Sector Reference Check (VSC) must be collected prior to any direct interaction with participants. Should a volunteer fail a VSC, the decision of an individual's ability to participate in a specific event will be made on a case-by-case basis brought to the Board of Directors where a discussion of the participation will take place and be voted on requiring a simple majority vote.

For all volunteers assisting with events but not in prolonged direct contact with vulnerable individuals, information does not have to be collected prior to the event and may consist of a sign in sheet on the day of the event. If an activity is "short" in nature (putting away chairs, clearing tables etc.) only a name and phone number will be required.

Information will be kept in accordance with the Confidentiality & Privacy Policy Section ii of this manual. Information will be stored in MVCA archives for five (5) years. See **Vulnerable Sector Reference Check Policy** for specific information should a Volunteer fail the VSC.

Purpose: The purpose of this policy is to ensure clear understanding of volunteer roles and responsibilities and MVCA's responsibilities to volunteers.

Scope:

Volunteer Rights

Volunteers will:

- i. be treated with dignity and respect,
- ii. have the support of other volunteers,
- iii. will be given suitable assignments with consideration of personal preferences, skills and ability,
- iv. receive instructions, guidance and direction,
- v. be heard and shown respect for their opinions and feedback,
- vi. be appreciated and recognized for service,
- vii. have their personal information kept confidential, &
- viii. work in a safe environment.

Volunteer Responsibilities

Volunteers agree to:

- i. comply in full with MVCA requirements of volunteers,
- ii. be sincere in the offer of service,
- iii. respect the rights of other volunteers and the public,
- iv. understand the volunteer role, &
- v. carry out the duties promptly and reliably to the best of one's ability.

5.viii Vulnerable Individuals Protection Policy

Approved September 2022

Definition: The term “Vulnerable Individuals” as used by the Manotick Village & Community Association (MVCA) includes children, youth and any vulnerable individual(s) that a volunteer may encounter during participation in an MVCA activity.

Introduction: MVCA sets forth basic requirements for volunteers who may interact directly with vulnerable individuals as part of community events or activities. MVCA is committed to providing a safe and secure environment for all individuals in these situations. The following is for the safety and well-being of the vulnerable individuals, MVCA volunteers and the MVCA Board of Directors.

Purpose: The purpose of this policy is to ensure clear understanding of volunteer roles and responsibilities and MVCA's responsibilities to volunteers when involved/interacting with vulnerable individuals.

Scope: Two-Deep Interaction Requirement

NOTE: MVCA recognizes this is a small community and there will be times when volunteers will know vulnerable individuals from outside of the MVCA volunteer environment.

Close one-on-one contact between vulnerable individuals by a non-parent or legal guardian by MVCA volunteer(s) during an event is generally prohibited.

Two-deep interaction means that there are a minimum of two adults present during any close interactions with vulnerable individuals. These adults **MUST** provide a clear VSC no more than two years old. Physical contact with children, youth and vulnerable individuals is generally not permitted though in some situations it may be necessary. For example, assisting children in or out of Derby carts. Volunteers will ensure that any physical contact is kept to a minimum and always remains appropriate.

Providing rides for vulnerable individuals to or from an event is not endorsed by MVCA. If it is absolutely necessary, at least two adult volunteers who have met MVCA's clear VSC requirements should be present in the vehicle at all times.

The policies of two-deep interactions and no one-on-one contact between volunteers and vulnerable individuals also apply to digital communication. Volunteers may not have one-on-

one private online communications or engage one-on-one in other digital activities (games, social media, etc.) with vulnerable individuals.

Mandatory Reporting of Child Abuse

Everyone in Ontario, including members of the public and professionals who work closely with children, is required by law to report suspected abuse or neglect.

If you have reasonable grounds to suspect that a child is, or may be in need of protection, you must immediately report the suspicion and the information on which it is based directly to a children's aid society. If you think the matter is urgent and you cannot reach the children's aid society, call the local police.

****Please refer to Section 5.ix for specific details on Vulnerable Sector Reference Check (VSC) Information**