

**Guidelines for Recruiting, Screening of Employees and Volunteers,  
and Directives for the Safety of All People in the Diocese of Edmundston**

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**POSITION:** \_\_\_\_\_ **RISK ASSESSMENT GUIDE**

<b>Risk Category</b>	<b>Risk Factor</b>	<b>Yes</b>	<b>No</b>
Degree of Isolation	The leader/volunteer helper may be alone with person being served.		
Degree of Supervision	The leader/volunteer helper has limited or no supervision.		
	The activities of leader/volunteer helper are in a place where activities are not observed or monitored.		
Access of Property	The leader/volunteer helper has access to personal property or money of persons served.		
	The leader/volunteer helper has access to confidential information related to the person served.		
Degree of Physical Contact	The position description includes touching persons served.		
Vulnerability of Persons Served	Persons served have language or literacy barriers.		
	Persons served are immobile.		
	Persons served have challenges that contribute to their vulnerability (e.g. physical, psychological, and situational).		
Degree of Physical Demands	The activity involves potential danger to person served (e.g. rock climbing, using a stove).		
	Activity involves potential stress (e.g. children upset by visit to nursing homes, support group activities).		
Degree of Trust	The leader/volunteer helper develops close, personal relationships with persons served.		
	The position involves transportation of persons served.		
	The leader/volunteer helper contributes to making career or other important decisions of persons served.		
Degree of Inherent Risk	The activity heightens potential for the leader/volunteer helper to be in contact with bodily fluids or disease of the person served.		
	The activity exposes the person served to operation or handling of potentially dangerous equipment (e.g. lawnmower).		
	The activity exposes the person served to handling toxic substances or results in exposure to poor air quality, noise, etc. (e.g. demolition work in an inner city mission).		

**Parish Coordinator :** \_\_\_\_\_ **Date:** \_\_\_\_\_