

## **Volunteer Task Risk Assessment Guide**

**Volunteer tasks will be classified as:**

- **High risk**
- **Medium risk**
- **Low risk**

**1. “High Risk” volunteer tasks are tasks that include any of the following:**

- **The task requires a volunteer to be alone and unsupervised with a client.**
- **The task may require driving with a client as a passenger.**

**2. “Medium Risk” volunteer tasks are tasks that meet any of the following:**

- **The task requires a volunteer to give information to clients or potential clients with a minimum of supervision.**
- **The task requires the volunteer to act on behalf of KTHR in an unsupervised setting.**
- **The task requires the volunteer to handle money or food with a minimum of supervision.**
- **The volunteer has access to the organization’s confidential files.**

**3. “Low Risk” volunteer tasks are tasks that meet all of the following:**

- **The task does not require one on one contact with clients or the public.**
- **The task is supervised.**
- **The task does not require the volunteer to handle money or food.**
- **The task does not require or encourage driving of clients.**

**All volunteer tasks should be assessed for risk and if the task the volunteer is required to do is deemed “High risk”, the volunteer must complete the formal screening process complete with application, health forms, letters of reference and criminal screening check.**