

SCOUTS CANADA

PROCEDURES FOR THE SCREENING OF ADULT VOLUNTEERS

BACKGROUND:

Required Section Leadership (Scouters are defined as registered adults members):

Colony, Pack, Troop and ScoutsAbout:

Each Colony, Pack, Troop and ScoutsAbout group must have a minimum of two Scouters present at all times, one of whom must be over 21 years of age. In total, the minimum ratio of Scouters to members for a Colony or Junior ScoutAbout group is 1 to 5; or 1 to 6 for a Pack, Troop or Senior ScoutsAbout group; but not less than 2. (*See also Appendix A of the Camping/Outdoor Activity Guide for Beaver and Cub Camping ratios.*)

Scouters-in-Training, (16 or 17 year olds who are registered to work with a Beaver Colony, Wolf Cub Pack or a Scout Troop):

SIT's working with the Colony and Pack sections can be included in the Scouter/member ratio provided they have successfully completed the Basic Learning Objectives for the section in which they will be working and the minimum 2 Scouter rule observed.

Venturer Companies and Extreme Adventure Groups – must have one Scouter who is at least 21 years of age.

Rover Crews -

must have one Scouter who is at least 25 years of age.

Adult Supervision:

In exceptional circumstances, where one or more Scouters is unable to attend a meeting/activity, another registered Scouter should be recruited to take his/her place. If this is not possible a parent/guardian may be recruited to fill in. *Note: In this situation, at least 50% of the leadership team must be Registered Scouters.*

SCREENING LEVEL REQUIRED:

Steps to follow:

1. Determine adult category.
2. Determine activity type.
3. Proceed with appropriate screening process as outlined in the following Screening Level Chart.

SCREENING LEVEL CHART

Adult Category	Parent/Guardian Definition: A non-registered adult accompanying their registered child/youth .	Volunteer Helper/Resource Person Definition: A non-registered adult, including a parent or guardian, recruited to provide assistance for a specific event, or additional assistance to the registered Scouters; ex. Camp cook, assist with a craft or activity during a regular meeting, assist in fundraising, assist with projects or activities at a camp or outing.		Scouter Definition: A registered adult.
Activity Type	All Activities	Day event	Overnight	All Activities
Screening Process	<p>Discussion of expectations.</p> <p>Introduction of individual to youth, including their role.</p> <p>Duty of Care review.</p> <p>It is understood that the Parent/Guardian's primary responsibility lies with their own child. That said, it is acceptable for the Parent/Guardian to provide occasional assistance with meals/ activities, etc. provided they do so while under the supervision of two registered Scouters</p>	<p>Discussion of expectations.</p> <p>Introduction of individual to youth, including their role.</p> <p>Duty of Care review.</p> <p>The Volunteer Helper/ Resource Person must be under the supervision of two registered Scouters at all times.</p>	<p>Orientation to the role and expectations (job description if available)</p> <p>Personal Reference Checks (3)</p> <p>Clean current Police Records Check as verified by Group Committee Chair/ Group Commissioner.</p> <p>Duty of Care review.</p> <p>Introduction of individual to youth, including their role.</p>	<p>Successful completion of all 5 steps of the Screening Process.</p> <p>Orientation (Job description, if available)</p> <p>Duty of Care review.</p> <p>Parent's Guide to Preventing Child Abuse</p> <p>Introduction of individual to youth, including their role.</p> <p>Further development as required</p> <p>Evaluation of Performance</p>

SCREENING PROCESS FOR REGISTERED ADULT MEMBERS (SCOUTERS):

Steps to Becoming a Scouts Canada Adult Volunteer Member

Scouts Canada requires that all applicants for adult membership in Scouts Canada be screened in accordance with the following five-step screening process before they can be registered adult members.

Step 1 – Application:

All adults applying to become registered adult members must complete a Scouts Canada "Application for Membership and Appointment of Adults" form. Signing the application constitutes a personal commitment to the Mission and Principles and adherence to the Policies and Procedures of Scouts Canada. Job descriptions that emphasize Scouts Canada's commitment to the safety and protection of members and the safekeeping of resources will be provided to applicants.

Step 2 – Interview:

Each adult volunteer applicant will be interviewed in accordance with Scouts Canada interview guidelines which are set out in detail in Scouts Canada's Volunteer Recruitment and Development Procedures. The following minimum standards will be followed:

- the confidentiality of all applicants will be respected
- there will be at least two interviewers present at the screening interview
- a review of the acceptability of the job description by the applicant
- a determination whether this person is acceptable to work with youth
- councils are responsible for ensuring the secure storage of records of interviews, reference checks and Police Record Checks (PRCs)

Step 3 - Reference Checks:

All adult volunteer applicants must provide Scouts Canada with three character references. The interviewers will contact each of the references and record the information received. The interviewers will then conduct such further inquiries as may be reasonably necessary.

Step 4 - Police Record Checks (PRCs):

PRCs, are mandatory for all applicants. Further, all applicants must present a clean PRC before they can assume a leadership position in the section. Police record checks must be renewed every three years. Scouts Canada reserves the right to conduct or request a Police Service Bureau Record Check for any volunteer at any time.

A clean PRC means:

- no criminal record as defined by the Criminal Records Act;
- no pardon(s) for a sexual offence as set out in the recent amendments of the Criminal Records Act;
- no outstanding criminal charge(s);
- no order(s) made in the interest of safety under the criminal code which would restrict the applicants access to, weapons, firearms, explosives or other prohibitions;
- no contact, access or behaviour restriction(s) with any person; or
- no order(s) made under the child protection legislation which is intended to restrict the applicant/members access to children.

Step 5 - Approval by Council Executive Director:

All new adult members must be approved for membership by a Council Executive Director who must take the appropriate measures to ensure the new adult has been properly screened. The CED's signature must appear on all new adult application forms signifying the process has been properly completed.

Related Procedures:

#3 - Suspension & Termination of Membership

- #3(b) - Administration of Applications for Membership and Appointment of Adults**
- #3(d) - Procedure for handling allegation of harassment or abuse of youth members**
- #12(b) - Registration Process for BP Guild Members**

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