

2013

Volunteer Screening Handbook

NL 100 E

Step by step process in dealing with volunteer selection



All Rights Reserved ©
Navy League of Canada
03/2013



Introduction

Volunteer screening serves two main purposes:

- to create and maintain a safe environment for our Cadets and Volunteers
- to ensure an appropriate match between each volunteer and their duties

Authority

This publication is produced under the authority of the National Board of Directors of The Navy League of Canada as approved at the 2002 Annual General Meeting in Ottawa.

Background

For many years, The Navy League of Canada (NLOC) had screened volunteers using the Canadian Police Records Check (PRC). Growing concern over the effectiveness of the PRC system as a reliable means of screening volunteers led the National Board of Directors to launch a comprehensive review of our screening process beginning in 1998.

At the 1999 Annual General Meeting, the Advisory Council tabled a proposal for a nationalized Volunteer Screening Program. Their proposal was approved for immediate implementation. Key improvements of the previous screening program included:

- **A central repository for tracking volunteers working with cadets**
- **Local Background Checks to supplement the PRC system**
- **The inclusion of the Vulnerable Sector Screening (VSS) within the PRC**
- **An Identification Verification System and Safety Guidelines for Volunteer Drivers**
- **A comprehensive Harassment and Abuse Policy**
- **The ability to share information with other youth organizations**
- **The requirement to be re-screened every five(5) years**

These new initiatives have enabled the NLOC to protect its cadets to a much greater level. Another thorough review of the NLOC Screening process was conducted in 2010. This review led to the creation of the Navy League's Volunteer Screening Policy, and the subsequent updating and revision of this document. The Volunteer Screening Policy, approved June 21 2011, is included in this document at Annex A.

Although the National Volunteer Screening Program has shown success from the start, the NLOC has an ongoing commitment to develop and improve this system. The legal term for this is '*due diligence*'. Beyond the legal requirement to display due diligence, the NLOC has accepted a higher moral obligation to take every reasonable step to protect the youth of our cadet programs.

To this end, this manual was created as a means of assisting Branch and Divisional Screening Coordinators with the execution of their duties. The League has also integrated Harassment and Abuse Prevention Training into both Sea Cadets (in conjunction with DND) and Navy League Cadets. In addition, the National Board of Directors has collected comments on the initial Screening Program and made several improvements which have also been integrated into this document.

The combination of effective Volunteer Screening and Training programs serves as a strong deterrent to potential predators. The further addition of a Safety Policy (which prohibits one-on-one contact between adult volunteers except in specific circumstances) ensures we are taking every possible step to protect our cadets.

Update

Previously referred to as the CPIC, the police check used to access previous records and confirm identification is now generally referred to as the PRC (Police Records Check).

In April 2007, the Navy League implemented the addition of the Vulnerable Sectors Screening (VSS) to the Police Records Check (PRC) requirement. The Vulnerable Sector Screening was established to provide screening of individuals who intend on working or volunteering with the vulnerable sector. A vulnerable person is defined as a person who, because of their age, a disability, or other circumstances, whether temporary or permanent are (a) in a position of dependence on others or (b) are otherwise at a greater risk than the general population of being harmed by a person in a position of authority or trust relative to them. This type of screening is required for the following types of positions: teacher, social worker, taxi driver, day-care worker, adoptive parents, sport coaches, etc.

Additionally, the Navy League has implemented a comprehensive Privacy and Information Protection Policy.

This policy brings us into compliance with the *Personal Information Protection and Electronic Documents Act* and ensures the privacy of our membership will be respected. This is particularly important in terms of Volunteer Screening information. Some of this information can be sensitive, so we ask Branches and Divisions not to keep copies of completed applications and/or supporting documents like the PRC form. Volunteer Screening information is stored in our National Office and protected by several security mechanisms.

The Privacy and Information Protection Policy is included with this publication as Annex B, and supporting information is available on-line at: www.navyleague.ca/eng/privacy

About this Manual

This manual is intended to be a guide for Volunteer Screening coordinators. It is not intended for circulation amongst the general membership of the NLOC or the public at large. Cadet Officers and volunteers are to be made aware of their obligations to the screening process through separate publications:

- **Sea Cadet Volunteers: CATOs (23-01, 23-04, 23-05, and 23-07)**
- **Navy League Cadet Volunteers: NL(8)E Navy League Cadet Regulations**

As this manual contains information as to what to look for in an applicant and what to ask during an interview, minimizing the circulation of this document will minimize the opportunities for an undesirable applicant to 'slip through the cracks'.

Terms and Definitions

Branch – A local unit of The Navy League of Canada.

CATOs – Cadet Administrative and Training Orders, the principle document for the regulations governing the Sea, Army and Air Cadet Programs.

CF – Canadian Forces

CIC – Cadet Instructors Cadre, Canadian Forces Reserve Officers who work or volunteer with Sea Cadet Corps.

COATS - Cadet Organizations Administration and Training Service

Direct Liability – liability dealing specifically with the issue of fault.

Division – The regional governing body of The Navy League of Canada.

DND – Department of National Defence

Duty of Care – The concept of duty of care identifies the relationship that exists between two persons (e.g. two individuals, an individual and an organization) and establishes the obligations that one owes the other, in particular the obligation to exercise reasonable care with respect to the interests of the other, including protection from harm. The duty of care arises from the common law, as well as municipal, provincial, federal and international statutes.

Liability – Liability refers to the duties, obligations or responsibilities imposed on a person by common law or by statute. As it is commonly used, we speak of a person or organization being held legally liable for something, i.e., through a legal action, the individual or organization has been found legally responsible for an action or inaction in a particular set of circumstances and is required to pay damages to someone harmed as a result. (see also, Occupiers' Liability, Direct Liability, Vicarious Liability)

NLOC – The Navy League of Canada

Occupiers' Liability – requires that the person (an individual, an organization) in possession of premises owes a duty of care to those who come on the premises and must take reasonable care to protect them from harm that might come through their programs, on their premises or at the hands of a third party on the premises.

PRC - Police Records Check – The process of securing information from the police about individuals, as well as to describe the form or report in which information is provided. It may include a check of national or local and regional police records. At the end of the process, a report is issued. The report may simply identify whether or not someone has a criminal record, or it may provide details of actual offences. Just as the process varies among police agencies, so too do the report forms.

Position of Trust – A position of trust identifies a setting in which someone is placed in a position of authority over another person in an ongoing relationship. A position of trust implies that someone has some degree of power over another, that the relationship is unequal. Individuals in positions of trust may be family members, friends, caregivers, volunteers, or employees. The question of whether a position of trust exists depends on the relationship and on the degree of authority, reliance and dependence in it, and not on the question of payment or salary. People may also assume positions of trust with respect to finances, rather than individuals.

Standard of Care - The standard of care refers to the degree or level of service, attention, care, and protection that one person owes another according to the law, usually the law of negligence. The required standard varies according to the circumstances of each situation, and determining the appropriate standard is often not a simple matter.

Vicarious Liability – is the liability an organization takes on for the actions of those who function on its behalf.

Volunteer – A volunteer is an individual:

- Who chooses to undertake a service or activity; someone who is not coerced or compelled to do this activity
- Who does this activity in service to an individual or an organization, or to assist the community-at-large
- Who does not receive a salary or wage for this service or activity.
- For the purposes of this document, volunteer refers to any person and/or member of the NLOC who will be in direct contact with cadets, including CIC officers who may or may not be paid for some of their service.

Vulnerable Person – This term is used to denote individuals who have difficulty protecting themselves and are therefore at greater risk of harm. A vulnerable person is defined as a person who, because of their age, a disability, or other circumstances, whether temporary or permanent are (a) in a position of dependence on others or (b) are otherwise at a greater risk than the general population of being harmed by a person in a position of authority or trust relative to them.

Organizations that provide programs to children and other vulnerable people must take reasonable measures to protect them. This is why many organizations have screening policies for staff and volunteers who have, or will have, contact with children or other vulnerable people.

Who needs to be Screened?

As per the Navy League of Canada's Volunteer Screening Policy, approved June 21, 2011 by the National Board of Directors;

All prospective employees, members and volunteers who will have, or may have, direct contact with Royal Canadian Sea Cadets or Navy League Cadets, must complete the Volunteer Screening process adopted by the National Board of Directors of the Navy League of Canada.

These prospective individuals may not have direct contact, supervised or unsupervised, with any cadets, or may not have access to cadet files, until they have completed the Navy League Volunteer Screening process and are in possession of a Navy League of Canada Registered Screened Volunteer photo Identification card issued by the National Volunteer Screening Coordinator

- **For Navy League Cadets** – all Warranted Navy League Cadet Officers, non-uniformed civilian volunteers, or members of the Canadian Forces that work within the Navy League Cadet program must complete the Navy League Screening Process.
- **For Sea Cadets** – all Civilians or CF members who volunteer to work within the Sea Cadet program must complete the Navy League Screening Process.

Because CIC (Cadet Instructor Cadre) Officers and Civilian Instructors are paid DND employees, DND has accepted the responsibility of screening those wishing to enrol as CIC Officers or Civilian Instructors through an Enhanced Reliability Check. Until the screening has been completed and the applicant is accepted as a member of the CIC, the applicant may not parade with the corps or take part in any cadet activities.

The Navy League strongly recommends Sea Cadet Corps CO's and Branches encourage these prospective DND employees to complete the Navy League Volunteer Screening process in order to acquire a Navy League Screened Volunteer photo ID card which will enable them to volunteer with the Corps and interact with the cadets while waiting for their enrolment in the CIC.

Any other volunteer that may expect to find themselves working **directly with cadets in **any supervised or unsupervised** capacity must be screened.**

If you are unsure whether or not a person must be screened, remember that it is always better to be safe than sorry. You may also contact the National Screening Coordinator by phone (1-800-375-6289) or e-mail (volunteer@navyleague.ca) for guidance on this issue.

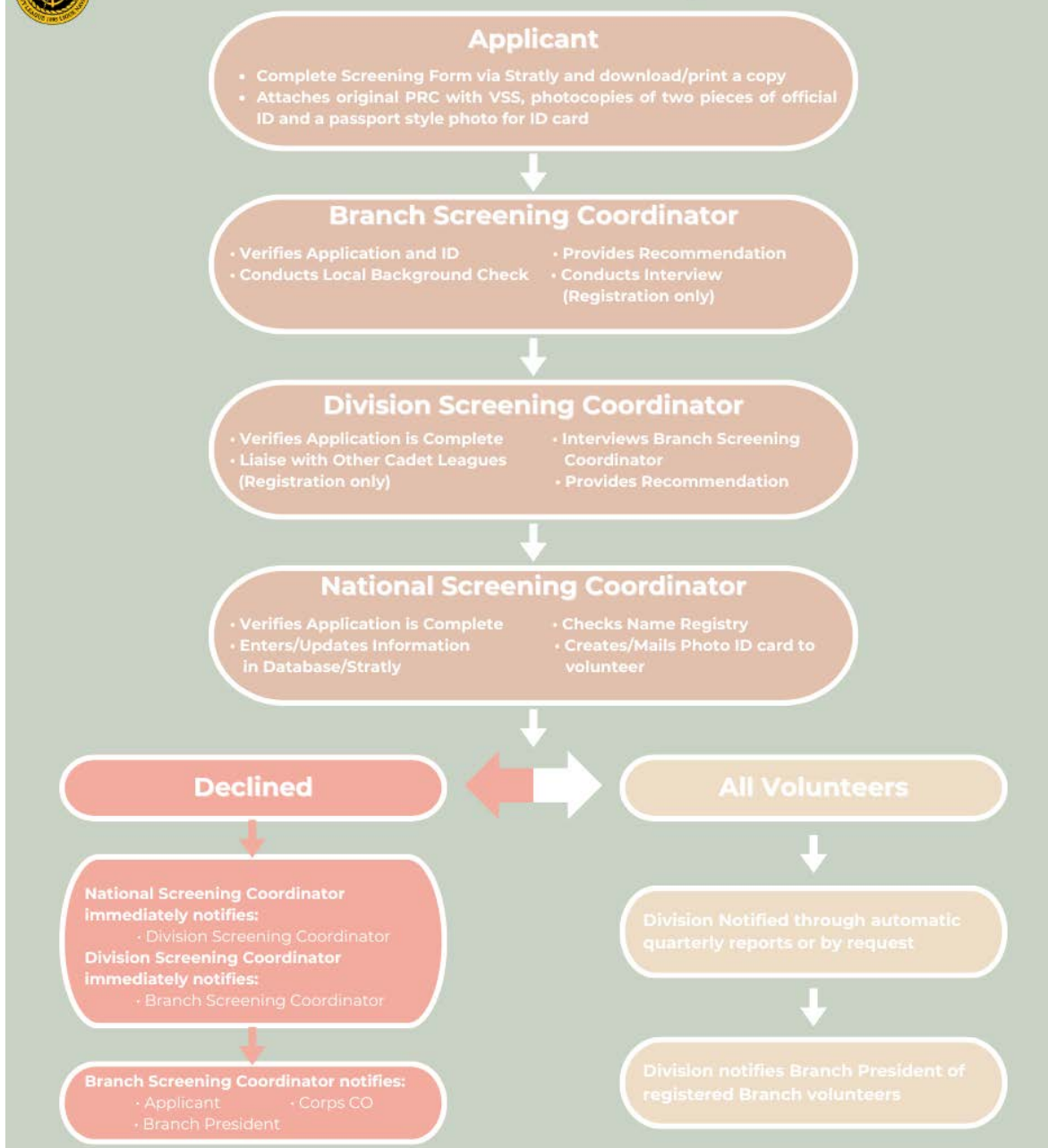
Remember, it is the Screening Coordinator's responsibility to conduct the screening of volunteers, however it is the Corps CO and Branch President's responsibility to ensure volunteers are screened.

The Navy League reserves the right to request additional screening of an individual at any time should the circumstances of their participation change, or should the their suitability come into question as a result of their involvement in activities prejudicial to the purposes and objects of The Navy League of Canada.

For more information on general volunteer screening procedures, please visit the Volunteer Canada website at www.volunteer.ca.



The Volunteer Screening Process



The mandatory 6-month probationary period begins once the volunteer receives their Navy League photo ID card.

The Volunteer Screening Process must be completed within **three (3) months of the applicant's initial declaration to volunteer**. Once the screening application arrives in Ottawa, the National Screening Coordinator will process the application with in **two (2) weeks**.

At any time during the probation period, the Branch may release the volunteer without recourse. **National Office must be notified prior to the release of any volunteer.**

The Initial Meeting

Step One - For Registration

Identifying and recruiting volunteers is primarily the responsibility of the Branch, however the involvement of Corps Commanding Officers (CO) is essential to an effective recruiting program.

Prospective volunteers should be introduced to either the Corps CO or the Branch President, or both. As the Branch President is responsible for the activities of the Branch and its volunteers, it is the responsibility of the Branch President to conduct an initial interview. If a Branch President wishes, they may delegate this authority to someone else, such as the Corps CO, or the Screening Coordinator.

During this initial meeting, the following information must be passed on to the applicant:

- NL(101)E Volunteer Registration Screening Form
- Navy League Volunteer Screening Policy
- Harassment Policy Statement
- Safety Policy
- Drug and Alcohol Policy
- Photograph Specifications
- A description of the different volunteer opportunities within the Branch and Corps
- Contact information for the Branch Screening Coordinator

The following information must be collected from the applicant and recorded on the NL(103) E – Screening Coordinators Log.

- Name and Contact Information (Phone Numbers and/or e-mail)
- How the applicant discovered the program

The goal of the first meeting is to convince the applicant that volunteering with the NLOC can be a both an enjoyable and rewarding experience, so it is important not to overwhelm them with all of the paperwork and policies outlined above. The best approach is to offer them a pre-made enrolment package. This should consist of an envelope which includes the application form, policies, recruiting material and contact information. This will provide them with the required information in one simple transaction. This should be done at towards end of the meeting. The interviewer can hand them the package and offer a simple explanation such as:

“I’m sure you’re an upstanding person, but I have to pass on this information on to you. The Navy League of Canada requires background checks for our volunteers. Please review this information and call [the Screening Coordinator’s name] if you have any questions.

The forms and policies are straightforward and pretty much self-explanatory. Giving these to the applicant to review later allows the interviewer to focus on building the eagerness and enthusiasm of the applicant. Reputable volunteers will understand the need for screening and safety policies. By presenting a professional package you will assure these individuals that the NLOC is worthy of their volunteer efforts and will deter disreputable individuals looking for an easy target.

Step One - For Renewal

The renewal process is only for volunteers working with Navy League Cadets or Sea Cadets who already have completed an initial Volunteer Screening and have an active screening status at the time of application. New or inactive members (more than 12 consecutive months) are required to undergo the full screening process and should complete form NL(101)E.

During this initial meeting, the following information must be passed on to the applicant:

- NL(107)E Volunteer Renewal Screening Form
 - Photograph Specifications
 - Contact information for the Branch Screening Coordinator
-

NL (103)E - Screening Coordinator's Log

The NL(103)E Screening Co-ordinator's Log provides a simple means of tracking volunteers as they move through the screening process. In addition to completing this log, Branch Screening Co-ordinators will find it useful to take notes while interviewing the applicant and their references.

This information must be kept confidential. Once the screening process is complete, the NL(103)E and any information collected must be retained at the Branch, where it must be stored in accordance with the *Personal Information Protection and Electronic Documents Act*.

The NL(103)E form is a double-sided page. Simply use the appropriate side. A sample of an NL(103)E Screening Coordinator's Log can be found in Annex I.

After the Initial Meeting

The name of the applicant should be forwarded to the Branch Screening Coordinator for follow-up. The Branch Screening Coordinator should contact the volunteer within the next week to answer questions and encourage the applicant to complete and return the forms

Checking the Application

When the applicant submits their paperwork, there are several things that need to be verified:

- ✓ **NL(101)E or NL(107)E** – each section is complete and legible
– contact information matches Identification
- ✓ **Identification** – verify originals to ensure they match the photocopies
- ✓ **PRC with VSS** – it must be an original, with the name and birth date matching the IDs provided. **It is important to note that the PRC with VSS must be received by the National Office within six (6) months of having been completed by the police department.**
- ✓ **Photograph** – photos may be submitted by e-mail (volunteer@navyleague.ca) or by letter mail to the National Office.
– specifications can be found in Annex F

If these are all in order, the screening process can proceed.

It's recommended a copy of the applicant's NL (101)E and supporting documentation be made and returned to the applicant, so that it may be referred back to should there be a need in the future.



At any stage of the screening process, the Branch Screening Coordinator may decline the volunteer. (See *The Branch Recommendation*, below)

The Local Reference Check

Step Two - For Registration

Step Two - For Renewal

After the completed application has been received, the Screening Coordinator must contact each of the references. For registration, this is **prior** to interviewing the applicant.

For Registration, in addition to contacting the references provided in Section 6 of the NL(101)E Screening Form, the Screening Coordinator should also contact the employers listed in Section 3 and any organization listed under Section 5.

The purpose of contacting these references is twofold:

1. To verify the information provided from the applicant is accurate.
2. To seek further information about the suitability of the applicant to work with youth.

When a Screening Coordinator contacts a reference, they should identify themselves and why they are calling:

“Hello, I’m Barb Bloggins from The Navy League of Canada, and I’m calling about a reference check for John Doe. The Navy League is a Charity Organization that runs youth programs and John has offered to volunteer with us. Do you think you would be able to answer a few questions to help us?”

Ask references about:

- How long they have known the applicant
- Their relationship with the applicant
- Have they seen the applicant interact with children

Ask employers for confirmation about:

- How long the applicant worked there
- Why they left
- How the applicant related with co-workers
- Do they recommend the applicant to volunteer with the NLOC

Finding References

The Canada411 website is an excellent way to seek out references and previous employers.

www.canada411.com

There is no set list of questions that will meet with every scenario a Screening Coordinator will encounter. Each Coordinator will have to rely on their best judgement when interviewing each reference.

Screening Coordinators **may not** ask questions about:

Sex	Religion
Age	Disability * See Note 1
Race	Family Status
National/Ethnic Origin	Marital Status
Colour	Pardoned Convictions * See Note 2

These subjects are protected under the *Canadian Charter of Rights and Freedoms* and may not be used in determining the suitability of an applicant.

Sample Questions for a Reference Check

- How long have you known the applicant?
- In what capacity do you know him/her?
- How well do you know the applicant?
- How would you describe your experience with the applicant?
- How would you describe their personality and temperament?
- Can you please tell me what you remember most about the applicant?
- Do you have any reservations about this applicant working with youth?
- Please comment on the following traits:
 - Dependability/Responsibility
 - Enthusiasm
 - Honesty/Integrity
 - Self-Confidence
 - Social/Communication Skills
 - Initiative
 - Assertiveness
 - Perseverance
 - Patience/Compassion
 - Approach to Discipline
 - Respect for others
 - Ability to lead and serve as a role model for youth
 - Tolerance of Differences

Important Notes

Balancing the rights of the applicant against the need to protect Cadets can sometimes be difficult. However, it is the position of the Navy League that the welfare of Cadets takes precedence. Please review Annex A – Federal Law and Social Policy for further details, with particular attention to the section on the *Canadian Charter of Rights and Freedoms*.

Notes 1. While The League cannot discriminate against a person with a disability, the Navy League can present a bona fide case for the need to protect our cadets. The best way to approach this is to provide the applicant with a description of their duties (as per Step One) and ask “*Do you know of any limitations, physical, mental or otherwise, that will impede your ability to carry out the duties of a Navy League volunteer as they have been described to you?*” Do not ask this question to references, it must only be asked to the applicant. See *The Interview*.

2. Given the close involvement that the applicant will have with vulnerable persons, The Navy League has a legitimate requirement to determine if the individual represents a risk. As such, you may ask: “*To your knowledge, has the applicant ever committed a criminal offence?*”

The Social Media Check

In this day and age, most people have an online presence, and many people have a tendency to ‘overshare’ online. It is therefore recommended that the Branch Screening Coordinator takes a moment to search for the applicant on the various social media platforms (Facebook, Instagram etc.). As these platforms are public, any questionable behaviour found may discount an applicant.

The Interview

Step Three - For Registration

After all of the references and employers have been checked, it is time to conduct a formal interview with the new applicant or renewing applicants who have been inactive for more than 12 consecutive months.

The formal interview should be conducted by The Screening Coordinator, and one or two other volunteers, preferably the Branch President and Corps CO. The different prospective brought by each individual will help determine if the candidate is suitable. The Branch Screening Coordinator is responsible for establishing an Interview Committee and will be in charge of conducting the interview.

Before the Interview

Before meeting the applicant, the Branch Screening Coordinator must brief the other interviewers as to how the interview will be conducted. This includes reviewing the list of questions and outlining prohibited areas of questioning:

Sex	Religion
Age	Disability * See Note 1
Race	Family Status
National/Ethnic Origin	Marital Status
Colour	Pardoned Convictions * See Note 2

What to Ask

The following questions are simply a guideline. Feel free to ask any questions that are not prohibited by any of the ten factors listed above.

Volunteer Interest

- Did you review the documents we provided and do you have any questions about them?
- Did you review the Harassment and Abuse, Drug and Alcohol and Safety Policies?
 - As a volunteer, do you agree to abide by these policies?
- Why did you decide you would like to volunteer with us?
- What are your personal goals for involvement within the Navy League?
- What activities are you interested in assisting with?

Background

- How long have you lived here? If applicable, follow with:
 - Where have you lived before?
 - Why did you move?
 - Why have you moved so often?
- Have you worked with youth before? If applicable, follow with:
 - What organizations did you work with?
 - What were your duties?
 - How long did you volunteer for?
 - Why did you leave?
- What are your hobbies and interests?
- What skills do you possess that relate to a volunteer position with the Navy League?
- Ask any questions relating to the reference check.

Suitability

- Have you ever committed a criminal offence? * see Note 1
- Do you know of any limitations, physical, mental or otherwise, that will impede your ability to carry out the duties of a Navy League volunteer as they have been described to you? * see Note 1
- What do you consider your greatest strength?
- What do you consider your greatest weakness? Follow with:
 - How do you work to overcome this weakness?
- Are you comfortable working in a multi-cultural environment?
- Are there any groups or individuals you would prefer not to work with?
- How would you motivate cadets to follow your direction?
- How do you think youth should be disciplined?
- Can you think of a situation, involving youth, that you handled poorly? Follow with:
 - What did you learn from it?
 - How would you handle it differently?
- Ask former cadets if they understand the differences between cadets and volunteer staff, and how they will manage the professional separation required between themselves and cadets.

Scenarios

The use of hypothetical scenarios is a good way of determining how an individual will act in their leadership role. Ask the individual to comment on how they would handle one or two different scenarios. This will create a dialogue that will open any number of questions:

- How would you handle this?
- Why would you handle it this way?
- Are there any other ways to handle it?
- What is the most important aspect of this problem?
- How could this problem be avoided?

Examples:

1. Some of your cadets are not following direction, and are a disruptive influence on the other cadets. Their continued disobedience has made you angry and frustrated.
2. One of your cadets is a loner. They don't interact well with the other cadets and are very shy towards the staff.
3. Another staff member is yelling at their cadets for no apparent reason.

At the conclusion of questioning, the applicant should have another opportunity to ask any questions.

What to Look For

How the applicant answers a question can be more important than the answer itself.

Watch out for:	How to handle it:
Simple Yes or No answers	Ask for details if you feel something is being left out.
Evasive answers	These are responses that do not really answer the question or steer the interview in a different direction. Ensure you keep on topic. If necessary, ask the question again.
Inconsistencies	The answer given does not match previous answers or information you have gathered. Ask the question again later, phrased differently, to see if you get a consistent answer. Ask the applicant about any inconsistencies you have noted.
Body language	Does the applicant make eye contact? Do they appear uncomfortable or fidgety? Note how their behaviour is different from the initial interview.

Confirmation

After the interview is over, the members of the Interview Committee should discuss the applicant. The Branch Screening Coordinator may need to follow up on points raised during the interview, or conduct further checks before making a recommendation. If necessary, they can call a second interview to clarify any unresolved concerns.

Important Notes

1. As previously stated, Branch Screening Co-ordinator's may ask "Do you know of any limitations, physical, mental or otherwise, that will impede your ability to carry out the duties of a Navy League volunteer as they have been described to you?" without violating the Charter of Rights and Freedoms.
2. You may ask: "Have you ever committed a criminal offence?" If the response is yes, you may ask for the circumstances of the offence (what, when, punishment/rehabilitation issued) to determine if the applicant represents a risk.

The Branch Recommendation

Step Four - For Registration

Step Three - For Renewal

Once the Screening Coordinator has collected all the request paperwork, established the probationary period and conducted an interview, it is time to make a recommendation.

Selecting volunteers is always a judgment call. Screening Coordinators have a major responsibility in determining whether or not an applicant is a suitable volunteer. Even if there is no clear evidence that an applicant will cause problems as a volunteer, the Screening Coordinator can still use their '*Gut Instinct*' to make a determination.

The only reasons that may not be used to make a determination are:

Sex	Religion
Age	Disability * Except as noted
Race	Family Status
National/Ethnic Origin	Marital Status
Colour	Pardoned Convictions * Except as noted

As defined in the Canadian Charter of Rights and Freedoms.

As the well-being and safety of cadets is the first priority of our youth programs, it has clear precedence over the wishes of any prospective volunteer. As such, The Navy League of Canada maintains the right to select its volunteers and will stand by the recommendation of its Branch Screening Coordinators.

Branch Screening Coordinator's that have questions or concerns about an applicant may phone their Division Screening Coordinator or the National Screening Coordinator to discuss their recommendation.

Positive Recommendation

Once the Branch Screening Coordinator has made a positive recommendation, they must package up all of the information and send it to the Division Screening Coordinator. To avoid applications getting "lost in the mail", it is suggested this information be sent by Registered Mail or courier (Xpress Post).

Branch Screening Coordinators may keep a copy of **Page 1 of the NL(101)E or NL(107)E**, or may want to make a copy of the applicant's complete screening package and return it to the applicant so it may be referred back to should there be a need in the future. All information in the package is confidential and must not be shared with any other party. The completed package will be stored in the National Office for five (5) years.

Negative Recommendation

If the Branch Screening Coordinator does not recommend the acceptance of a volunteer, they must package up all of the information and send it, through the Division Screening Coordinator, to the National Screening Coordinator. This should include the NL(101)E or NL(107)E, identification, PRC with VSS, and any personal notes taken by the Branch Screening Coordinator, as well as explanation as to why they are not recommending the volunteer.

The Division Recommendation

Step Five - For Registration

Step Four - For Renewal

The Division Screening Coordinator serves as an oversight function in the Screening Process. They review the completed forms to ensure that they are completed correctly:

- ✓ **NL(101)E or NL(107)E** – each section is complete and legible
– contact information matches Identification
- ✓ **PRC with VSS** – it is an original, name and birth date match the ID provided

Division Screening Coordinators should also liaise with the Provincial bodies of the Army and Air Cadet Leagues to determine if the applicant is known to either organization. This step further reduces the risk of accepting the applicant and prevents individuals who have been removed from one organization from moving on to another.

After the completion of their check, Division Screening Coordinator's will contact the Branch Coordinator to advise them of their recommendation, or to seek further information. Once the recommendation has been made, it shall be forwarded to the National Screening Coordinator in Ottawa. Registered Mail or courier (Xpress Post), is the preferred method for sending this information, as it is more secure than regular mail and easily traceable.

National Approval

Step Six - For Registration

Step Five - For Renewal

Once the screening application arrives in Ottawa, the National Screening Coordinator will process the application within two weeks. This process includes:

1. Verifying that the application has been completed correctly;
2. Ensuring the paperwork is current;
- **The PRC date processed (by the police service) must be within SIX MONTHS.**
3. Checking the information provided against our National Volunteer Database;
4. Entering the information provided into the Database.
5. Approving/Declining the application.
6. Creating/Mailing the plastic Photo ID card to the applicant volunteer.

Approved Applications

A Volunteer Screening Report will be sent to Divisions and Branches on a Quarterly Basis, or can be provided upon request.

All information gathered during the screening process will be kept on file for a period of five (5) years. After this time, volunteers must be re-screened, but do not require a probationary period.

Declined Applications

If an application is declined, both the Division and Branch Screening Coordinators will be notified immediately. The applicant and Corps CO are to be notified by the Branch Screening Coordinator and the applicant will immediately cease their involvement with the NLOC.

The National Screening Coordinator may share information on Declined Applicants with other like-minded organizations to assist with their Screening Programs.

Establishing the Probationary Period

Step Seven - For Registration

Once the applicant has received their Navy League of Canada Screened Volunteer photo ID card from the National Screening Coordinator, the mandatory six (6) month Probationary Period begins at the local level.

The purpose of the probationary period is two fold:

1. It allows time for the screening forms to be processed.
2. It affords the Branch and Corps time to evaluate the skills and attributes of the volunteer to determine if they are indeed suitable, and in what capacity they can best serve the needs of the local Branch.

During the probationary period, ***the applicant must be supervised by a screened volunteer at all times during interaction with cadets.*** It is the responsibility of the Corps CO to ensure that the applicant is supervised and does not have the opportunity for unsupervised interaction with cadets.

The Branch Volunteer Screening Coordinator must speak with the Corps CO on a monthly basis to track the progress of the applicant. The Screening Coordinator must also seek a minimum of two opportunities to observe the applicant when working with cadets.

The screening coordinator must keep a log of each interview/observation. It is important that this log is kept secure, and confidential (not read by anyone).

End of the Probationary Period

Step Eight - For Registration

By the end of a new applicant's probationary period, the Branch Screening Coordinator will have had the opportunity to observe the applicant and to discuss their performance with the Corps CO and Branch President.

If all parties are satisfied with the performance of the volunteer, they may assume regular volunteer duties and will not require the constant supervision of another Screened Volunteer. They will have to be screened again in five (5) years, but will not be required to undergo another probationary period.

If, during the probationary period, the volunteer is deemed to be unsuitable, the National Screening Coordinator, through the Screening Coordinator chain, must be notified immediately. The applicant will immediately cease all duties with the NLOC. Any relevant documentation must be forwarded to the National Office immediately.

The Driver's Log

When it is used

The NL(102)E Driver's Log is used to manage unscreened volunteers that assist as drivers for activities when carpooling is required. (Tag Days, for example)

As screening volunteers for single events is clearly impractical, the Driver's Log was adopted as an alternate means of protecting cadets during these activities. Proper use of the Driver's Log ensures:

- Branches have a record of each driver and the cadets they are transporting.
- All drivers have their own insurance.
- No cadet is left alone. They are always paired with another cadet.
- Cadets are aware of their rights and the appropriate safety precautions.
- Drivers are aware of their responsibilities towards cadet safety.

How it is used

The instructions for using the Driver's Log are included on each page.

As each driver arrives, they must fill out a Driver's Slip. They keep the white copy, and the Yellow Copy stays in the Book. Due to insurance requirements, completed Driver's Logs must be retained by the Branch.

In addition to the Driver's Log, the Branch must provide all cadets with some basic information:

- Emergency Contact Information
- That they must stay in groups of two or more at **all** times
- Start/Stop times for the activity
- A statement about what they are doing and why, so that they can effectively communicate with the public.

Example:



400 NLCC Somewhere
1 Cadet Street

Contact #: 555-4000
Emerg. #: 911

Remember: You must always stay in groups of two or more.

What to say:

"Good Morning, Sir/Ma'am. Would you like to make a donation to support youth in your community?"

"Thank you for your support. Have a nice day."

Remember to Smile☺