



THE NAVY LEAGUE OF CANADA

POLICY DOCUMENT

Policy Title: Navy League Volunteer Screening

DEFINITION:

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.

Other than warranted or commissioned Corps Officers, or Sea Cadet Corps Civilian Instructors who are deemed on duty for an activity, the Navy League considers any person who parades and/or instructs more than three (3) times a year at a corps as a volunteer, and therefore, they must complete the Navy League Volunteer Screening process.

Volunteers are required to be re-screened every five (5) years.

PURPOSE:

To meet the Navy League's legal and moral obligation to provide a safe and secure environment where our cadets and volunteers can learn and work.

To ensure every reasonable step possible is taken to protect the youth of our cadet programs.

CRITERIA:

All volunteers working with the youth of our cadet programs must be a minimum 18 years of age.

All volunteers must be a Canadian Citizen or be a Permanent Resident of Canada.

All volunteers must serve a six (6) month probationary period, during which time they are evaluated to determine if they are suitable and in what capacity they can best serve the needs of the cadet corps and/or Branch

PROCEDURE:

The Navy League Volunteer Screening Process begins with individuals making application at their designated Navy League Branch to be registered with the Navy League of Canada as a Screened Volunteer. These persons shall complete the League's Screening Process within three (3) months of their initial declaration to volunteer.

All screened volunteers seeking to renew their Navy League Screening, must make application for Renewal at their designated Navy League Branch. These volunteers must be an active, screened volunteer at the time of application. Should anyone fail to renew their screening prior to the five (5) year expiration date, they must complete the full Screening Process and be re-registered.

Navy League Cadet Officers who fail to renew their Volunteer Screening prior to the five (5) year expiration date will not parade and/or instruct at the corps until they receive their new Navy League Screening Volunteer photo Identification Card.

All Volunteers, whether registering or renewing, work with the Branch Volunteer Screening Coordinator to complete all the required steps of the Volunteer Screening Process as defined in the NL (100)E Volunteer Screening Handbook.

The Branch Screening Coordinator tracks the volunteers as they move through the screening process by completing the NL (103) E Screening Coordinator's Log. The NL (103) is to be kept secure and confidential by the Branch Screening Coordinator for reference.

Once the volunteer has submitted a complete NL (101) Volunteer Registration Form or NL (107) Volunteer Renewal Screening Form with the require supporting documentation including Police Record Check (PRC) with Vulnerable Sector Screening (VSS), and has been formally interviewed by the Branch Interview Committee, the Branch Coordinator will determine whether to recommend, or decline, the volunteer for approval.

If recommended, the application will be sent to the Division Volunteer Screening Coordinator for recommendation. If recommended, the application is sent on to the National Screening Coordinator for final approval and registration.

The Division Screening Coordinator must notify the Branch when the application was received, and when it was forwarded to the National Coordinator.

If approved by the National Coordinator, the volunteer will be registered as a Screened Volunteer of the Navy League of Canada and will be issued a Navy League Screened Volunteer photo ID card.

Should an application be declined at any level, the declined application and all supporting documents, as well as a statement as to why it was declined, is to be sent, through the Screening Coordinator Chain, to the National Screening Coordinator.

The six (6) month probationary period begins when the volunteer received their Navy League Screening Volunteer photo Identification Card from the National Volunteer Screening Coordinator. During the probationary period, the applicant must be supervised at all times during interaction with cadets.

During the probationary period, the Branch Screening Coordinator

- must speak with the corps CO on a monthly basis to track the progress of the volunteer, and
- must seek a minimum of two (2) opportunities to observe the applicant when working with the cadets.

It is the Branch 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 of Canada, at the Branch, Division, and/or National level, may release a volunteer, without recourse, for just cause or activities prejudicial to the good name of the Navy League or the Purposes and Objects of the League. The volunteer has the right to redress their release to the next highest level of the League. A request of redress must be submitted within fourteen (14) days of the release.

Approval Date: 21 June 2011