

Screening Process For Registered Adult Members

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 behavior 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 will sign the Volunteer Screening Checklist signifying that the process has been properly completed.