

# 4-H NOVA SCOTIA VOLUNTEER SCREENING INFORMATION



- ❖ **NEW VOLUNTEERS** – To complete your screening please submit: your registration form, Criminal Records Check (including vulnerable sector), Child Abuse Registry Check letter and three references.
- ❖ **RENEWING VOLUNTEERS** – To complete your screening please submit: your registration form, Criminal Record Check (including vulnerable sector) and Child Abuse Registry Check letter.
- ❖ Screening is valid for five years, please be aware of the expiry date on your Volunteer Card.
- ❖ Once the expiry date on your card has passed, you are no longer a screened volunteer. To avoid periods where screening has lapsed it is important you begin the rescreening process at least two months prior to the date of expiry. Volunteers will receive a reminder 3 months prior to their expiry date. If renewal is not complete by the expiry date a letter will be sent to advise the volunteer that they are no longer screened.
- ❖ Please ensure Criminal Record Check and Child Abuse Registry are completed within a 6 month period of each other. If the required documents are not dated within that timeframe, you will be required to get an updated version of the oldest form.
- ❖ To complete the Police Record Check, you will need to go to your local RCMP/town police station and have a Criminal Records Check done. Please ensure that you take the attached letter, one piece of Photo ID (driver's license or provincial photo ID) and one other piece of identification (birth certificate, passport, health card, etc.). Be aware that some detachments may charge you for this service. This cost is not covered by 4-H NS.
- ❖ To complete the Child Abuse Register check please complete the Child Abuse Register Request for Search (Form A). Please ensure that you attach a photocopy of your driver's license with picture ID and health card, and mail the form to the Department of Community Services as noted on the application. When you receive your response letter send the original embossed document to the 4-H NS office.
- ❖ For both the Criminal Record Check and Child Abuse Registry letter, the original embossed documents must be seen and verified at the 4-H NS office. Photocopies, scans or faxed copies are not valid for screening. If you would like your original documents returned to you please indicate this when sending your documents and we will return your originals by mail.
- ❖ **IMPORTANT! Please note:** Until the screening process is complete you are NOT permitted to volunteer meet with 4-H members.
- ❖ **IMPORTANT! Please note:** If potential volunteers do not complete the screening process, you will receive a reminder via email or call, a letter of reminder and then a letter to inform you that you are not permitted to represent 4-H in a leadership role.

Updated August 2018

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## FREQUENTLY ASKED QUESTIONS

### **Who has to complete the volunteer screening process?**

Anyone in a position of trust within the club, district, region or province, all club related leaders (general, assistant, project), all county leaders, coaches, chaperones, event volunteers, council and committee members must complete the volunteer screening process. This includes woodsman, Tug of War coaches and any volunteer who has regular interaction with 4-H members.

### **How often do I need to be screened?**

Volunteers must renew their screening every five years. It is suggested that volunteers begin the renewal process 2 months prior to the expiration date noted on their Volunteer Cards to avoid any period of time where their status may be lapsed.

### **Why do 4-H Volunteers have to be screened?**

4-H Nova Scotia provides programs to youth and therefore has a moral and legal responsibility to screen all volunteers to help protect 4-H youth, 4-H volunteers and the organization as a whole. As a youth organization it is critical that all of our volunteers be screened, this is for the protection of our members, our volunteers, our organization as a whole and to comply with legal and insurance requirements.

### **Can a volunteer who is not screened work with 4-H members as long as a screened volunteer is present?**

Guests require a screened volunteer to be present at all times while they are working with members. If a speaker or presenter is attending meetings regularly or working with 4-H members on a repeated or regular basis they must be screened.

### **Will my personal information be kept confidential?**

All screening information is stored securely and held in strict confidence by the 4-H Nova Scotia office. Your screening information is not shared with any individual that is not directly involved with the screening process.

### **Do guest speakers or presenters need to be screened?**

Examples of guests would be speakers or presenters that are invited to a project or general meeting. All non-screened guests require a screened volunteer to be present at all times while they are working with members. If a speaker or presenter is attending meetings regularly or working with 4-H members on a repeated or regular basis they must be screened.

### **Can I use a Child Abuse Registry check or Criminal Record check that I had done for something else?**

If you had a Child Abuse Registry or Criminal Record (Vulnerable sector) check done for another purpose you can submit these documents for screening provided that they are originals and they are not outdated. Keep in mind that, to be valid, all screening documents must be dated within 6 months of each other and no document can be more than 12 months old. If the required forms are not within that timeframe, you will be required to get an updated version of the oldest form.

### **Once my card has expired how long do I have to renew it?**

Once your card has expired you are no longer a screened volunteer. To avoid a lapse in your screening and disruption of 4-H activities you should start the renewal process at least 2 months prior to the expiry date on your Volunteer Card. You will receive a notification 3 months prior to your screening expiration date to remind you to begin the renewal process.

### **What do I do if I lose my Volunteer Card?**

You should keep your Volunteer Card in a safe place that is easily accessible should you be requested to present it. In the event that you lose your card you may contact [carolyn.gibson@4hnovascotia.ca](mailto:carolyn.gibson@4hnovascotia.ca) for a replacement. All Volunteer Cards will now be laminated for durability and fit easily into a wallet.