4-H Policies	Section: 4-H Ontario **OPERATING** Policies & Procedures	Document Number:
	Subject: 4-H Volunteers	**4.2.4**

4-H VOLUNTEERS:

Policy #	Policy	Date Passed, Amended or Reviewed
O-V-01	**Minimum Age of Volunteers** All volunteers must be 18 years of age or older.	1993 /2007/ 2008 /2010 / 2011
O-V-02	**Position of Trust** Every volunteer must complete the "4-H Ontario Volunteer Screening and Training Process" before they can be in a "Position of Trust". A 4-H Volunteer has duties or responsibilities: 1. That may bring them into contact with youth *(21 years of age or under)* where no other volunteer is present 2. Within the 4-H program in a local, regional or provincial capacity 3. To uphold the values and policies of the 4-H program. Examples include but are not limited to: 4-H Club Leader, 4-H Club Volunteer, 4-H Host Family, 4-H Chaperone, 4-H Event Volunteer, 4-H Local Association Director/Member, 4-H Local Association Representative, Ontario 4-H Council Board of Directors, Ontario 4-H Foundation Trustees	1993 /2002/ 2007 /2008/ 2010
O-V-03	**Police Records Check And Vulnerable Sector Check** ***O-V-03.1 Definitions*** ***RCMP*** *:* Royal Canadian Mounted Police ***Vulnerable Sector Check :*** A Vulnerable Sector Check is a search, based on name and date-of-birth, of active criminal files in the RCMP National Repository of Criminal Records, and pardoned criminal files associated with sexually-based offences, and is used to determine the possible existence of a criminal record and a sexual offence conviction for which an individual has *received a pardon*. Fingerprints are required in cases where the results are inconclusive, such as a date of birth matching to an existing pardoned sex offender record. Fingerprints are then submitted to the RCMP National Repository of Criminal Records to confirm whether or not the individual has a *pardoned criminal record* associated to *a sexual offence*. This is not an accusation of criminality, but rather a	1993 /2007/ 2008 /2010/ 2011

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	requirement for a thorough verification to confirm identity and protect personal privacy. The RCMP destroys fingerprint submissions 90 days after a search is completed and the results are returned to the police service. The fingerprints are not added to the RCMP National Repository of Criminal Records and are not searched for future purposes. The policy (in effect on August 4, 2010) that governs the use of the Canadian Police Information Centre (CPIC) system for police services that conduct Criminal Record and Vulnerable Sector Checks stipulates that in order to conduct a Vulnerable Sector Check, a CPIC Agency must: 1. Be the police service of local jurisdiction where the Applicant resides, 2. Confirm the identity of an Applicant in person prior to issuing any Vulnerable Sector search results (Two pieces of identification are required. One piece of ID must be government-issued and include: your name, date of birth, signature and photo.), 3. Query the RCMP National Repository of Criminal Records, including Pardoned Sex Offender Records, CPIC Intelligence Data Bank, CPIC Investigative Data Bank, and Police service records management system(s) where the Applicant resides. In accordance with Criminal Records Act requirements, a vulnerable sector check may only be conducted for a paid or volunteer position of authority or trust relative to children or other vulnerable persons. Prior to conducting a vulnerable sector check, a police service or authorized body must verify that the position is relative to the vulnerable sector. 4-H Ontario meets this requirement by providing a signed declaration to the Volunteer to submit to the Police Agency when requesting a Vulnerable Sector Check, stipulating that the Volunteer would be in a position of authority or trust relative to children. ***Criminal Record Check : A Criminal Record*** Check is a search based on name and date-of-birth, of active criminal files in the RCMP National Repository of Criminal Records and is used to determine the possible existence of a criminal record. ***Canadian Police Information Centre (CPIC)****:* CPIC is a computerized information system providing all Canadian law enforcement agencies with information on crimes and criminals and is electronically accessed by authorized agencies based on name and date of birth queries.	

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	O-V-03.2 Volunteer Requirements **All new Volunteers in the 4-H program must complete a Vulnerable Sector Check as part of the New Volunteer Screening process. Thereafter, a Police Records Check is required every two years (24 months) from the police agency date stamp on their previously filed Police Records Check or (Vulnerable Sector Check). Once on file with 4-H Ontario, a Vulnerable Sector Check will not be required again as long as the volunteer has continuously provided a Police Records Check every two years.** ***O-V-03.3 Extension When Fingerprinting Is Required*** When required to submit fingerprints for the purpose of identity verification, a delay may occur due to the length of time required by the Police Agency or the RCMP to complete the process. Upon submitting proof of the request for fingerprint verification from a Police Agency, an extension may be granted to an existing Volunteer who has an acceptable, expired Police Record Check on file with 4-H Ontario, while awaiting confirmation of their new Police Record or Vulnerable Sector Check. ***O-V-03.4 Acceptance Of Vulnerable Sector Check And Police Records Checks*** ***O-V-03.4.1*** A submitted Vulnerable Sector Check or a Police Records Check will be reviewed and retained by 4-H Ontario and must; ***O-V-03.4.2*** Be an original and bear an authorized signature and stamp of the local police service jurisdiction, ***O-V-03.4.3*** Be forwarded to 4-H Ontario Attention: Privacy & Screening Officer and be post-marked within 30 days of the police services agency date stamp. ***O-V-03.5 Acceptance of Police Records Checks completed for Outside Organizations*** ***O-V-03.5.1*** For existing Volunteers only, 4-H Ontario will accept a Police Records Check previously completed for another Volunteer agency provided that:	

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	O-V-03.5.2 The Police Records Check very clearly includes all the required searches as per policy O-V-3.1, ***O-V-03.5.3*** Meets the requirements of policy O-V-03.4.1 and O-V-03.4.2 ***O-V-03.5.4*** Is less than 60 days old when received by 4-H Ontario based upon the Police Agency date stamp of completion. ***O-V-03.6 Releasing Police Records Check and Vulnerable Sector Check Information to Outside Organizations*** Results of the Police Records Check and Vulnerable Sector Check information will only be released to a Volunteer requesting a copy in writing of their own results. No third party requests will be honoured unless judicially requested and bound by law. The original Police Records Check will remain the property of 4-H Ontario and will not be released.	
O-V-04	**Inactive Volunteers** Where a volunteer has been absent from volunteer activity for a period of 4 years, the volunteer must complete the entire 4-H Ontario Volunteer Screening and Training Process.	1993 / 2008/ 2010
O-V-05	**4-H Volunteers Who Relocate within Ontario** 4-H Volunteers are all registered on the 4-H Ontario Provincial Membership Database. 4-H Volunteers need to provide their new address and contact information to 4-H Ontario. 4-H Ontario will then notify the Volunteer Screening Contact and the President of the relevant 4-H Association based upon the new address.	1993 / 2007/ 2008 / 2010
O-V-06	**Releasing Volunteers** You must remove/dismiss a volunteer if: 1. There has been a deliberate breach of organization policy and procedure as outlined in 4-H program policies, bylaws and/or job descriptions; 2. A volunteer has been charged with a criminal offense as covered in policies O-V-10, O-V-11, and O-V-12. 3. The organization and/or its participants and/or its stakeholders are at clear risk.	1998 / 2002/ 2008 / 2010

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O-V-07	**BILLETING** Provincial Billeting: Adults (anyone residing in the home who is 18 years of age or older), in the home where a 4-H participant is on a local, regional or provincial 4-H activity and being billeted, must complete the 4-H Ontario Volunteer Screening and Training process prior to being allowed to billet a 4-H member(s). National or International Billeting: Adults, in the home where a 4-H participant is on a national or international 4-H activity and being billeted, must adhere to the policies and guidelines of the Canadian 4-H Council or governing organization.	1994 / 2007/ 2008 / 2010
O-V-08	**Volunteer Training** There are three 4-H Ontario requirements related to 4-H Ontario Volunteer Training: 1. New Volunteer Orientation Training – (as of January 1, 2010) all New Volunteers must attend and complete a 4-H Ontario staff led Volunteer Orientation Training program. The goal is to have this scheduled and completed within 90 days of applying to be a 4-H Ontario Volunteer. This is one of the requirements that must be completed prior to being accepted as a 4-H Ontario Volunteer. 2. New Leader Training – (as of January 1, 2010) all New Leaders (whether new to the program as a Volunteer or an existing Volunteer) must attend and complete a 4-H Ontario staff led New Leader Training Program. The goal is to have this scheduled and completed within 90 days of applying / indicating interest in becoming a 4-H Ontario Club Leader. This is a requirement that must be completed in order to be registered as a Club Leader or Club Volunteer. 3. Bi-Annual Renewal Session – (as of January 1, 2010) all 4-H Ontario Volunteers must attend and complete a 4-H Ontario staff led Renewal Session. This must be done within +/- 3 months of the last recorded 4-H Ontario required training event date registered in the 4-H Ontario Provincial Membership Database. This policy applies to all 4-H volunteers. There may however be additional requirements that are to be met based upon the policies of a Local 4-H Association.	1993 / 2007/ 2010

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O-V-09	**Club Status** In order for 4-H Clubs to be deemed active: 1. For 2010, they must have one 4-H Ontario Screened and Trained Leader attached to the club. For 2011, they must have A MINIMUM OF TWO 4-H Ontario Screened Leaders attached to the club membership list. When only one screened leader attached to the club roster is able to be present at a meeting, another screened 4-H Ontario volunteer, one of whom must be over the age of 21 must be present. 2. At least one of these 4-H Ontario Screened Leaders must be over the age of 21 prior to January 1. 3. The Club must be registered into the 4-H Ontario Provincial Membership Database. NOTE: Only screened 4-H volunteers may receive 4-H project/club resources and awards, have their 4-H club registered in the 4-H program and have their group or team receive recognition and participate in 4-H events.	1993 / 2008/ 2010 / 2011
O-V-10	**Zero Tolerance** 4-H Ontario maintains a zero tolerance against individuals/ volunteers who have charges or convictions relating to abuse, violence, crimes against children, weapons, selling of controlled drugs and substances, and computer crimes. Individuals and volunteers found to have these charges/ convictions will not be accepted as 4-H volunteers. (For specifics, refer to 4.2.7 Appendix 1: Procedures, Police Records Checks).	2002 / 2008
O-V-11	**Criminal Charges** Individuals/ volunteers with charges relating to alcohol offences, possession of controlled drugs and substances, theft, and other criminal convictions beyond those mentioned, within a ten year period of the conviction date, will not be accepted as volunteers in the 4-H Ontario program. (For specifics, refer to 4.2.7 Appendix 1: Procedures, Police Records Checks).	2002 / 2008
O-V-12	**Repeat Offenders** Volunteers who are found to have repeat offences relating to alcohol,	2002 / 2008

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	possession of controlled drugs and substances, theft, and other criminal convictions beyond those mentioned 10 years ago or greater, will have their 4-H Volunteer Application or Volunteer Status reviewed on a case by case basis by the 4-H Ontario Risk Management Committee prior to acceptance or denial as a 4-H volunteer.	
O-V-16	**Conflict Resolution Appeal Process** 4-H Ontario has specific procedures dealing with conflict resolution enabling Associations direction to deal with conflict locally. If a resolution is not successful the 4-H Ontario Conflict Resolution Appeal Committee will hear the issue. Their decision is final and should be considered a last resort.(For specifics, refer to Fact Sheet 5.18-Conflict Resolution Procedure).	2006 / 2008
O-V-17	**4-H Code of Conduct** 1. The 4-H Code of Conduct applies to all 4-H Ontario volunteers. The Code outlines general rules of conduct necessary to maintain the positive image of 4-H and provide a high standard of service. The 4-H Code of Conduct is housed within the 4-H Ontario Participant Agreement Form # 6.08 which all Volunteers are required to complete and/or update annually. 2. 4-H Ontario volunteers are required to bring forward any concerns they have about the conduct of another 4-H Volunteer. The process to report concerns is based on the severity of the concern. - **Category 1:** Emotional, physical, verbal, mental or sexual abuse. These concerns must be directed to the Manager, Volunteer Services and Development immediately. - **Category 2:** Any other behaviour that causes concern will follow the 4-H Ontario Volunteer Concern Process (refer to 4.2.7 Appendix 1: 4-H Ontario Volunteer Concern Process). (For specifics, refer to 4.2.7 Appendix 1: Procedures Volunteer Concern).	2006 / 2008/ 2011
O-V-18	4-H Volunteers All adults who volunteer on a regular basis for 4-H are required to complete the 4-H Ontario Screening and Training Process.	2007 / 2008/ 2010
O-V-19	Chaperones For any 4-H Ontario related activities/events the following chaperone requirements must be met: 1. a minimum of 2 chaperones for the first 10 participants and at least	2008 / 2010 /2011

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	one of the chaperones must be 25 years of age before January 1st of the current year; 2. each additional chaperone must be at least 21 years of age before January 1st of the current year; 3. one chaperone for each additional 10 participants; 4. where activities have both male and female participants at least one male and one female chaperone must be available; 5. an individual cannot be a participant and a chaperone at the same activity/event. Chaperone / Delegate rooming options: 1. In situations where there are two or more (same gender) delegates, a 4-H Ontario approved chaperone (of the same gender as the delegates) may share a room 2. In situations where in a group of multiple delegates there is only one delegate of the "other gender" this delegate must be in their own room and may not have an unrelated chaperone sharing a room with them. This delegate's room should be next door or within hearing distance. 3. In situations where one or more of the delegates is related to one of the chaperones, the related delegate(s) may share a room with the related chaperone regardless of gender, subject to the express written permission of the parents/legal guardian of the related delegate(s). In this situation, there can be no non-related delegates present unless all of the delegates and the chaperone(s) are of the same gender. 4. Under no circumstances will delegates be "told" to share a bed 5. Under no circumstances will a chaperone and a delegate share a bed (with the exception of a delegate and their parent / legal guardian or parent approved related chaperone) Chaperones must: 1. Complete the entire 4-H Volunteer Screening and Training process.	
O-V-20	<u>Volunteer / Leader Status</u> 4-H Ontario Volunteer – refers to an adult (18 or over) who has been accepted as a 4-H Ontario Volunteer: 1. prior to January 1, 2010 under the terms and conditions applicable at that time 2. on or after January 1, 2010 under the terms and conditions of the Volunteer Screening and Training Program 3. and/or	2010

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	4. has successfully been renewed (every 24 months) through the completion of a new Police Records Check and receiving a Recommendation for Renewal from the relevant Local Association Volunteer Screening Committee	