

4-H NOVA SCOTIA LEADER SCREENING



Screening Information

- **NEW LEADERS** - The screening package should include your registration form, Criminal Records Check (including vulnerable sector), Child Abuse Registry Check and three references. If needed, you may send in documents as they are completed. You do not need to save and send them at one time. References may send the completed form directly to our office.
- **RENEWING LEADERS** - The screening package should include your registration form, Criminal Records Check (including vulnerable sector) and Child Abuse Registry Check.
- The quiz is no longer a requirement for screening, but you will need to complete it for leader training.
- There is a renewal date on each leader card and you are now required to be screened every five years. There are still some that will have a three year expiry date, so please be sure to check your card for expiry. The term of screening was changed at the AGM in 2015. Cards will now be laminated.
- Once the expiry date has passed, you are no longer a screened leader. It is important you begin the rescreening process two months prior to the date of expiry. This will avoid periods where your screening has lapsed and will allow for a smooth transition from one screening period to the next.
- Please ensure Criminal Record Check (CRC) and Child Abuse Registry (CAR) are completed within a 6 month period. If the required forms (CRC) and (CAR) are not within that timeframe, you will be required to get an updated version of the oldest form. If you are required to get fingerprints and the process is delayed, please contact our office.
- 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: Private and Confidential, Child Abuse Register, Department of Community Services, PO Box 696, Halifax, NS, B3J 2T7. When you receive a reply letter, please enclose the reply letter (embossed original) with the remainder of your application package.
- We must receive the original copy of your Child Abuse Registry check. You will receive it in the mail and then need to forward it to our office. We cannot accept copies, scans or fax.
- **IMPORTANT! Please note:** Until the screening process is complete you are NOT permitted to meet with 4-H members without a screened 4-H NS Leader present at all times. The process must be completed within six months of registration or you will NOT be permitted to meet with members as a leader under any circumstances until the process is complete. If you are delayed by fingerprints or another reason, please contact our office.
- **IMPORTANT! Please note:** If potential leaders 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.

4-H NOVA SCOTIA LEADER SCREENING – FREQUENTLY ASKED QUESTIONS

Who has to complete the leader screening process?

Anyone in a position of trust within the club, district, region or province, all club related leaders (general, assistant, project), all members of council and committees who attend 4-H events where 4-H members are present must complete the leader screening process. This includes woodsman and Tug of War coaches.

How often do I need to be screened?

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

Why do 4-H Leaders 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.

Will I be required to give fingerprints for my Criminal Record (Vulnerable Sector) check?

The RCMP may ask you to submit your fingerprints in order to complete the record check. Fingerprinting may occur due to the fact that you have the same birth date and/or name as another individual - this is done simply to identify you.

Will my personal information be kept confidential?

All of your screening information will be stored securely and be 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.

What is the difference between a leader and a volunteer?

Leaders are in a position of trust and act in a mentorship or supervision role to a group or individual 4-H members. This would include general, project or assistant leaders and the members of any committees that may be assisting at 4-H events where 4-H members are present. Volunteers are very important to the success of the 4-H program, but do not regularly provide leadership to 4-H members. Examples of volunteers would be guest speakers or presenters that are invited to a project or general meeting. All non-screened volunteers require a screened leader to be present at all times while they are working with members.

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 (such as employment) you can submit these documents for screening provided that they are originals (not photocopies) and that they are dated within the last 6 months. Keep in mind that, to be valid, all screening documents that you submit must be dated within 6 months of each other. . If the required forms (CRC) and (CAR) 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?

Leaders should start the renewal process 2 months prior to the expiry date on their Leader Cards. Once your card has expired you are no longer a screened leader and, until your renewal is complete, you cannot work with 4-H members unless a screened leader is present with you. The process must be completed within six months of expiry or you will NOT be permitted to meet with members as a leader under any circumstances until the process is complete.

What do I do if I lose my Leader Card?

You should keep your Leader Card in a safe place that is easily accessible should you be requested to present it. In the event that you lose your Leader Card you may contact carolyn@novascotia4h.ca for a replacement. All Leader Cards will now be laminate for durability and fit easily into a wallet.