SECTION 4.1 ONTARIO 4-H COUNCIL BOARD POLICIES

4.1.1 CORPORATE ENDS

Addressing policy issues pertaining to the Vision, Mission, Key Result Areas, Strategic Goals

POLICY	DATE PASSED, AMENDED OR REVIEWED
B-CE-01 – Philosophy of 4-H *(Updated: July 11, 2019)* The motto of the 4-H program in Canada is "Learn To Do By Doing". The values are the 4-H Canada Pledge I PLEDGE My HEAD to clearer thinking, My HEART to greater loyalty, My HANDS to larger service, My HEALTH to better living, For my club, my community, my country, and my world. Or simply put: Wisdom, Loyalty, Service, Health The 4-H Ontario Ends Statement outlines the difference 4-H Ontario makes in this province. This statement answers these two important questions: What good does 4-H Ontario do? For whom? Because 4-H Ontario exists: Youth become contributing citizens who impact positive change in our communities. 4-H Ontario will have a positive impact in the following four (4) priority areas: **1. Youth** ✓ Learn skills • Leadership, meeting management, public speaking, responsibility, mentoring, critical thinking/problem solving ✓ Gain valuable experience • With other youth, leaders, communities, mentors, volunteers, friends ✓ Increase their personal resources • Seeing the big picture through networking, education, job opportunities, community service/volunteer experience and other ways of learning **2. Families** ✓ Increasingly involved in the community because of their children's involvement ✓ Learn leadership skills from observing and participating with their children and volunteers ✓ Network with other parents, guardians and elders	1994/ 2000/ 2001/ 2006/ 2012/ 2016/ 2019

3. Volunteers ✓ Feel pride when youth succeed ✓ Learn skills from youth (such as technology) ✓ See positive outcomes for both the youth and the volunteer **4. Community** ✓ Greater awareness and understating of community ✓ Works together and is more connected ✓ Higher quality meetings due to parliamentary procedure ✓ Youth see more opportunities for employment The Current Strategic Plan of 4-H Ontario is outlined in Appendix F.	
B-CE-02 – Enrollment Eligibility for Youth in the 4-H Program *(Amended: January 23, 2021)* The 4-H program will be available to all youth in Ontario who are a: 1. **4-H Youth***:* An individual between the ages of 9–21 prior to January 1st of the current calendar year, who have paid the participant fee. 2. **Cloverbud Participant:** An individual between the ages of 6-8 prior to January 1st of the current calendar year, who have paid the participant fee. 4-H Youth and Cloverbud Participants are eligible to receive resource material or awards, participate in Achievement Programs and be able to hold an executive position.	1989 / 2000 / 2008 / 2010 / 2011 /2016 / 2019/ 2021
B-CE-03 – Youth Participant Fee *(Amended: January 23, 2021)* The Provincial 4-H Youth Participant Fee will be determined annually by the Ontario 4-H Council Board of Directors and will be announced after review of the second quarter financials.	1998/ 2000/ 2005/ 2006/ 2011/ 2012 / 2016/ 2017/ 2020/ 2021
B-CE-04 - Acceptance of Gifts and Donations *(Reviewed: January 18, 2020)* The Ontario 4-H Council will accept gifts and donations where the gift and/or sponsor/donor are congruent with the vision, goals and strategic directions of the program and which are made in accordance with legal and ethical regulations and guidelines, and promotes consistent practices in exercising fiduciary responsibilities.	2000/ 2005/ 2012/ 2016/ 2020
B-CE-05 – Mission, Vision, & Values of 4-H Ontario ***(Removed: September 15, 2020)***	2003/ 2006/ 2012/ 2013/2017/ 2019/ 2020
B-CE-06 - Strategic Elements of 4-H Ontario *(Removed: June 22, 2019)* ***See Policy B-CE-01 Philosophy of 4-H***	2003/ 2006/ 2007/ 2010/ 2012/ 2016/ 2019

B-CE-07 – Volunteer Learning Opportunities *(Amended: October 26, 2019)* The Ontario 4-H Council encourages and supports volunteer development at the provincial, inter-provincial, national and international levels. Volunteers will be made aware of upcoming development opportunities as they become available. Selected individuals will be responsible for the initial expenses. Council may reimburse the agreed upon portion of expenses upon receipt of an expense form related to the opportunity as well as receipt of a written report and any other agreed upon requirements.	2004 / 2005 / 2006 / 2016/ 2019
B-CE-08 – Lotteries conducted by the Ontario 4-H Council *(Amended: January 18, 2020)* The Executive Director or acting Executive Director will not fail to inform the Board of the Ontario 4-H Council prior to the application for a lottery license and will not provide less than one week notice for comments, concerns and objections to be expressed. When in the best interests of 4-H Ontario, the Ontario 4-H Council will apply for lottery licenses and conduct lotteries to raise funds for programming purposes only. Applications will be co-signed by two of the three signing officers of the organization.	2004/ 2012/ 2016/ 2020
B-CE-09 – Volunteer Statement *(Updated: August 17, 2019)* 4-H Ontario volunteers are passionate and dedicated loyal individuals essential to the delivery and success of the Ontario 4-H program. The Council adopted the Canadian Code for Volunteer Involvement in March 2019. This outlines the values and benefits of meaningful volunteer involvement.	2007 / 2016/ 2019
B-CE-10 – Youth Safety Policy (Established – December 15, 2019) Youth Safety at 4-H in Canada Updated October 2019 4-H Canada considers the safety and wellbeing of 4-H youth members its top priority. In order to provide a world-class experience and to protect youth members, leaders, volunteers, and staff, 4-H Canada has standards for volunteer screening and training, and for the supervision of youth. **This document outlines the following policies:** • Screening and Training Policy • Youth Supervision Policy • Transportation Policy • Youth Travel Policy	2019

Screening and Training Policy

This policy requires that all leaders, staff, and volunteers in a position of trust with youth complete screening and training so that they are aware of their duties and responsibilities as caring adults in youth-adult partnerships, and to deliver safe and effective experiences above and beyond industry standards.

The Screening and Training Requirements table below outlines the screening, training, supervision, and responsibility requirements for different roles within the 4-H organization.

- Trained leaders (A) and screened volunteers (B) must complete screening and different levels of training in order to be approved by their provincial organization. They can supervise 4-H events and activities.
- Non-screened guests (C) only work occasionally with the organization. As they only complete basic event training, they must be supervised by a trained leader and are not formally approved by their provincial organization.
- Camp counsellors and youth leaders (E) receive specific training to assist with camps or events. There must always be two (2) trained leaders or screened volunteers, but the camp counsellors and youth leaders may be counted as additional supervisors.
- Anyone leading, participating in, or attending a 4-H event must abide by the **Code of Conduct for 4-H in Canada.**

Age of Majority in Canada

The age of majority in Canada is the age at which a person is considered by law to be an adult. A person younger than the age of majority is considered a "minor child." The age of majority in Canada is determined by each province and territory and varies between the ages of 18 and 19.

- The age of majority is 18 in Alberta, Manitoba, Ontario, Prince Edward Island, Quebec, and Saskatchewan.
- The age of majority is 19 in British Columbia, New Brunswick, Newfoundland, Northwest Territories, Nova Scotia, Nunavut, and Yukon.

For more information, please refer to justice.gc.ca.

4-H Canada will use the age of 18 as reference for its programs, but provinces must adjust based on local law.

Key Terms

Adult: an adult is a person who has attained the age of majority as defined in the legislation in the province/territory in which they live. All trained leaders and screened volunteers, as well as some senior member participants, have attained the age of majority.

Youth: a youth is any participant who is under the province/territory's age of majority.

Screening and Training Requirements by Role

	Role in 4-H					
	Trained leader, 4-H staff, YAC 18/19+ * **A**	**Screened volunteer, Overnight chaperone** 18/19+ * **B**	**Non-screened guests** parent, judges, presenters **C**	**Board members** **D**	**Camp counsellors, Youth leaders** members 16-18/19*, receive specific leadership training to assist with events/camps **E**	**Youth in a club leadership role** assist with the program at club meetings **F**
Screening						
Application	✓	✓		✓		
Interview	✓	✓		✓		
Reference checks (min 2)	✓	✓		✓		
Vulnerable Sector Check (clear or approved by staff)	✓ (3)	(3)		May have completed in leader role		
Criminal Record Check (clear or approved by staff)	✓ (3)	✓ (3)		✓		
4-H in Canada Code of Conduct (acknowledged annually)	✓ (3)	✓ (3)	✓	✓	✓ (3)	✓

✓ is an initial requirement (3) is the requirement for renewal every three years

* The age of majority is 18 in Alberta, Manitoba, Ontario, Prince Edward Island, Quebec, and Saskatchewan, and 19 in British Columbia, New Brunswick, Newfoundland, Northwest Territories, Nova Scotia, Nunavut, and Yukon.

	Trained leader, 4-H staff, YAC 18/19+ * **A**	**Screened volunteer, Overnight chaperone** 18/19+ * **B**	**Non-screened guests** parent, judges, presenters **C**	**Board members** **D**	**Camp counsellors, Youth leaders** members 16-18/19*, receive specific leadership training to assist with events/camps **E**	**Youth in a club leadership role** assist with the program at club meetings **F**
Training						
Abuse Prevention + Duty to Report Training	✓ (3 - refresher)					
New Leader / Provincial Training	✓ (3 - refresher)					
Governance Training				✓		
Incident Reporting Training (Jan 2020)	✓					
Event / Position Training	✓ (3)	✓ (3)	✓		✓ (3)	✓
Supervision						
Supervision Policy requirements	Additional "A" or "B" role must be present	An "A" role must be present	Must be with an "A" and another "A" or "B"	Must be with an "A" and another "A" or "B"	Must be with an "A" and another "A" or "B"	Must be with an "A" and another "A" or "B"
Counts toward supervision ratio?	Yes	Yes	Yes – role explained to youth	No – role explained to youth	Yes – may supervise younger youth. Role explained to youth	No – role explained to youth

	Trained leader, 4-H staff, YAC all 18/19+ * A	Screened volunteer Overnight chaperone all 18/19+ * B	Non-screened guests parent, judges, presenters C	Board members D	Camp counsellors Youth leaders members 16-18/19*, receive specific leadership training to assist with events/camps E	Youth in a club leadership role assist with the program at club meetings F
Responsibilities						
Adherence to Supervision Policy	✓	✓				
First aid and emergency management	✓					
Incident reporting	✓					
Program planning	✓					
Direct instruction to youth	✓	✓	Only with trained leaders / screened volunteers present	Only with trained leaders / screened volunteers present	✓	Only with trained leaders /screened volunteers present

HR Records Requirements

The safety and wellbeing of youth members is the top priority at 4-H in Canada, and as such we must be diligent in screening and training the leaders, volunteers, and staff in our organization. Provincial organizations are required to maintain confidential HR records that contain all paperwork and training results completed as part of the screening and training process. The HR records must include the following:

- **Interview notes**. Interviews may be completed at the local club level to determine an appropriate fit for new volunteers. Interview notes must be taken. Please refer to the 4-H Volunteer Interview Questions document. Expected completion: February 1, 2020.
- **Reference checks.** At minimum two (2) reference checks must be reviewed at the regional or provincial level.
- **Background check results.** Criminal Record Check (CRC) and Vulnerable Sector Check (VSC) results must be reviewed and any determinations made by provincial organization staff.
- **Status of application**. Records must be kept of any applicants who are denied.
- **Code of Conduct signed annually**. All youth and adults read and sign the same Code of Conduct. There is a specific section that notes the additional responsibilities of leaders. The signed Code of Conduct must be kept on file by the provincial organization for trained leaders/screened volunteers.
- **Date of completion of abuse prevention training.** The Abuse Prevention (Commit to Kids) training certifications are reported directly to the provincial office by the Canadian Centre for Child Protection.
- **Signed acknowledgment of Duty to Report and the Incident Reporting training.** The Duty to Report and Incident Reporting training are documents for trained leaders to read and provide a signed acknowledgement (expected release December 2019).
- **Completion of additional training.** The new leader, provincial onboarding, and event training are determined by each provincial organization, but their completion must be documented as part of the HR record.

HR records must be kept indefinitely and in a secure manner, as many provincial governments have removed the limitation period on claims of abuse and misconduct against youth.

Youth Supervision Policy

4-H trained leaders, staff and screened volunteers who have attained the age of majority in their provinces and have completed the screening process and appropriate training take on primary responsibility for supervising youth members and delivering the 4-H program, based on the principles of Positive Youth Development and Youth-Adult Partnerships.

At the core of the supervision policy is the "Rule of Two" that ensures a safe environment for youth while protecting leaders, volunteers and staff, and supports a collaborative environment for delivering safe, fun and inclusive 4-H programs.

Rule of Two

At all 4-H club and project meetings, programming and events, there must always be at least two (2) screened adults, who are not spouses, regardless of the number of youth members in attendance. At a minimum, there must be one (1) trained leader/staff (A) and an additional screened volunteer (B). Additional non-screened guests (C) or camp counsellors and youth leaders (E) may be required in order to meet the programming ratios required to safely deliver programs, depending on the number of youth members in attendance, and the activity.

For the protection of all, there must never be a situation where an adult is one-on-one with a youth who is not their child/ward within 4-H meetings, programming and events.

The purpose of this policy is to protect youth members, leaders, volunteers, and staff in potentially vulnerable situations. The goal for 4-H programming is to plan for the **Green Standard.**

Sanctioned Events

4-H considers meetings, programming, or events to be sanctioned and insured if the appropriate planning has been completed (see Event Planning Requirements below) and the Rule of Two is in place. Throughout the following policies, there will be specific examples of what is not considered sanctioned or insured. For example, a single leader driving youth or a single leader meeting with a youth to complete independent project work. Those scenarios are not part of the 4-H program and are not sanctioned or insured.

General Rule of Two Practices

- At minimum one (1) trained leader/staff (A) and an additional screened volunteer (B), who are not spouses, must attend club and project meetings or events and be responsible for youth members.
- At minimum one (1) staff member (A) and one (1) overnight chaperone (B), who are not spouses, must attend national and provincial programs or camps, and be responsible for youth members.
- Meetings, events or programming start when the two (2) trained leaders/screened volunteers have arrived. Trained leaders must clearly communicate to families when the meeting starts and stops, as parents are responsible for transportation and supervision outside of those times. For example, "The program commences when the club meeting starts, and we say the 4-H Pledge." The Rule of Two applies when the programming or meeting begins.
- Trained leaders and screened volunteers must introduce themselves to youth and parents as they arrive, so that the caregivers are clear of who is responsible for the program.
- While delivering the program, trained leaders and screened volunteers must always be within earshot of one another when working with youth.
- When communicating with youth, always use a group email/chat and copy parents or another leader when communicating with only one youth. Like a schoolteacher, a trained leader/screened volunteer/youth leader is in a position of power with youth members and must ensure all of their communications are appropriate and transparent to another leader or parent.
- **Leaders and volunteers must never be one-on-one with youth**. If it is necessary to interact with an individual youth due to an injury or urgent private matter, there must always be two (2) adults present to ensure a safe environment for both the youth and adults.

Club Registration Requirements

In order for a club to be in good standing and to begin hosting sanctioned meetings, programs or events, there must be at minimum one (1) trained leader/staff (A) and an additional screened volunteer (B) or camp counselor/youth leader (E), who are not spouses, registered with the club. Spouses may be part of the club leadership team, but there must always be a third trained leader/screened volunteer to ensure there is a third-party present. This requirement is in place to

protect all parties, and to prevent any conflict of interest that may arise in the event of financial or other misconduct.

The club registration must be on file with the provincial organization and will be reviewed each club year. Strict action will be taken if clubs are not in compliance.

The Rule of Two at Public Events

- Plan ahead when attending a fair or volunteering at an event, to ensure there is enough supervision.
- If breaking into smaller groups, there must be at least one (1) trained leader/screened volunteer/parent with each small group of youth. There must never be a situation where an adult is one-on-one with a youth.
- The groups must remain on site. Ensure that all adults are aware of and communicate a safety plan to youth, and everyone knows how to contact the trained leader in charge in case of an emergency.

The Rule of Two at Overnight Events

- The trained leader/screened volunteers must be on-site and easily reachable.
- There must be separate accommodations for youth, participants over the provincial age of majority, and trained leaders/screened volunteers/chaperones.
- There must be separate accommodations for males and females (or based on how they identify). Consider using a blank line on registration forms that allows youth to self identify. Follow-up with youth directly to plan accommodations that make everyone feel safe and included. Please refer to the **4-H Canada Inclusion Statement**.
- Two camp counsellors under the provincial age of majority may share accommodations with youth.
- When doing room checks, two (2) trained leaders/chaperones/camp counsellors must stand in the doorway and look in to ensure they see each member or call out to hear their voices. Adults must never enter a youth's room/cabin/tent alone.
- Female chaperones must check female youth member rooms, and male chaperones must check male youth member rooms.
- If there is only one male chaperone, a female chaperone can accompany him, but it is the male chaperone who must look into the male rooms (or vice versa).
- If necessary, a parent/guardian or older sibling may share a room with their own children/sibling only, but it is best if all youth have the same experience by sharing rooms between themselves.
- Adult leaders/chaperones who are spouses may room together. As youth see leaders and chaperones as role models and representative of 4-H values, be sure to model a healthy

relationship and put the needs of the youth first. Refer to the **Code of Conduct for 4-H in Canada** for more information.

Homestay Requirements

In homestay scenarios, the adults in the home play the role of temporary guardian, while the accompanying 4-H chaperones continue to provide supervision over the entire group and program. For this reason, the Rule of Two in a homestay situation may include spouses, or another adult over the provincial age of majority. In some cases, this has been a parent and another family member who is over the provincial age of majority.

Programming Ratios

While the Rule of Two helps protect youth and leaders, safe supervisory ratios are also required in order to deliver a safe and effective program with youth. The table below outlines adult to youth supervision ratios (adult:youth) for different age groups. The total youth count must include all youth and children who are participating in the program, not just members.

	Daytime/Low-Risk Activities Staff/leader minimum ratio adult:youth	**Overnight/High-Risk Activities** Staff/leader minimum ratio adult:youth
Members / Cloverbuds 6-8 years	1:5	1:5
Members 9+	1:15	1:10
Senior members and YAC 15+	1:20	1:10

Provinces may choose to adjust these ratios based on the complexity and nature of the program.

Event Planning Requirements

Prior to any overnight outings or when an event includes youth transportation, the organizing club, association or provincial staff must submit an Event Plan to the provincial organization for review, and then share it with parents. This applies to all overnight outings such as camping trips, fairs or exhibitions, and conferences, and whenever club transportation is arranged, regardless of whether the event is run by 4-H or another organization. 4-H trained leaders, screened volunteers and staff have a duty of care for youth they supervise at *any* event or during travel, and the group should be a positive representation of the 4-H organization. To help mitigate any risks, the provincial organization must be aware of these activities.

For an overnight outing or club transportation to be considered a sanctioned event and insured, where appropriate, the Event Plan must include:

- the names of chaperones, trained leaders, screened volunteers;

- emergency contact information for the trained leaders/chaperones during the outing;
- transportation and travel plans;
- accommodation plans; and
- an overview of the program/event.

The province will verify that the chaperones, trained leaders, and screened volunteers have the required training and screening, and that programming ratios, transportation, travel, and accommodation plans meet 4-H policy requirements.

Please refer to the Overnight Event Plan form, expected release January 2020.

Your Role in Supervising Youth

- Trained leaders (and other supervisors) must be continually monitoring and assessing the physical and emotional well-being of participants, and provide the necessary support to maximize the physical and emotional safety of all youth members.
- The trained leader is in a position of ultimate accountability and is responsible to ensure the program runs safely. The trained leader will determine the process to ensure safety is a priority in the event of an extenuating circumstance or emergency.
- Trained leaders (and other supervisors) must behave as described in the Code of Conduct. Trained leaders must provide a copy of the Code of Conduct to non-screened guests (C).
- All adults must avoid any situation or opportunity where they may be one-on-one with a youth who is not their child/ward.
- Trained leaders must review with all participants (supervisors and youth) their responsibility in creating a safe space for all, based on the Code of Conduct and the Inclusion Statement. Where necessary, leaders must work collaboratively with youth and parents to make accommodations for any special needs.
- Trained leaders must review with all supervisors the Duty to Report and Incident Reporting procedures (please refer to Duty to Report and Incident Reporting documents, expected release December 2019), noting that any suspicion of abuse must be reported to the appropriate authorities within their province (i.e. police or child protection services). This includes a youth disclosing abuse outside of 4-H, or incidents that occur within 4-H involving youth or adults. Trained leaders must also note that incident reports are required for any incidents of misconduct.
- All supervisors and non-screened guests (C) must be oriented to the activity and their role.
- Trained leaders (and other supervisors) must educate themselves thoroughly on all safety practices and procedures related to the activity and familiarize themselves with emergency procedures at the venue.
- Trained leaders (and other supervisors) must only release youth to those listed on registration forms. In an emergency, permission may be given to a leader by phone, text or email for someone else to pick-up the child, and ideally, this interaction is witnessed by another adult. The Rule of Two applies until all youth have been picked up.

Senior Youth 18-25 years

4-H is a unique organization as we have youth members who span from 6 to 25 years of age (depending on the province). As a Positive Youth Development organization, we encourage all youth to build leadership skills and other developmental assets through their experience with 4-H. For senior youth members, this often includes opportunities to take on leadership roles and become trained to support their younger peers in various 4-H activities and programs. As provinces continue to offer formal leadership roles for senior youth members, it is important to set clear boundaries and expectations for everyone involved.

As a member with younger youth: Regardless of whether they are in a club leadership role, they are legally considered an adult when they have attained the age of majority in their province, and must not be 1:1, or in a vulnerable situation, with younger youth in their program.

As a trained leader/screened volunteer: Once they have completed leadership training, they are recognized as being in a position of power, and have a responsibility or duty of care for the youth. For this reason, once they become a trained leader/screened volunteer, they may not return as a member in the same club setting. They are eligible to be a participant in provincial and national programs that are specific to the 18 to 25 age group and are expected to be respectful of the program leaders.

Age groups they may lead: Within the youth industry, it is a recognized guideline that there must be a four (4)-year age gap between the trained leader/screened volunteers and the participants to ensure they have the maturity and independence to be successful leaders and that they are not within the same peer group. For example, a 19 year old leading a club with youth up to 15 years old. Chaperones must be at least 21 years old to supervise groups with youth aged 6 to 17 years old.

4-H Canada and provincial organizations will be able to clarify the requirements for their unique program ages.

Transportation Policy

Individuals Traveling to Meetings and Events

Parents/guardians are responsible for transporting youth to and from 4-H meetings and events, and for ensuring two (2) trained leaders/screened volunteers are present before departing. This travel is not considered part of the 4-H program and as such is not covered by 4-H insurance. Parents who wish to arrange informal carpooling do so at their own risk and should contact their insurance broker to understand their own coverage.

Clubs Traveling to Events

If the club is travelling to a sanctioned event together, commercial transportation or carpooling must be documented in the Event Plan, reviewed by the provincial organization, and shared with parents in advance.

Parents/guardians must bring their youth to a meeting place for pick-up and then the Rule of Two applies on commercial transportation or in private carpools. Two (2) trained leaders, screened volunteers, youth leaders, or parents must be in each vehicle transporting youth, and the driver must be over 21. The age of 21 is a requirement to ensure the driver is at least four (4) years older than the youth they are supervising and have an appropriate amount of maturity and driving experience.

Insurance

Commercial Vehicles: Trained leaders must confirm that all commercial vehicles have adequate collision and liability insurance.

4-H Owned: Staff, trained leaders, and screened volunteers registered with 4-H will have additional 4-H liability insurance when using a 4-H owned vehicle for official business or programs.

4-H Rented Vehicles: If an incident were to occur with a 4-H rented vehicle driven by staff, trained leaders, or screened volunteers for official business or programs, the insurance would be applied in the following order:

1. the vehicle owner's personal auto insurance;
2. any additional coverage purchased through the rental agency or from the credit card used for the rental;
3. the 4-H non-owned auto policy.

Carpooling in Personal Vehicles: Because of the way auto insurance is organized in Canada, it is the vehicle owner's personal auto insurance that responds first for any injury to anyone or physical damage to their vehicle or another vehicle. **4-H does not have auto insurance coverage**. 4-H staff, leaders, volunteers, and parents/guardians who use their own vehicles to drive youth for a planned event should check with their insurance broker about using their vehicle in this way, and ensure that they have adequate liability insurance. Parents/guardians should be made aware that there is no additional coverage through 4-H.

For more details on 4-H Insurance please refer to the 4-H Insurance Overview Document, expected release December 2019.

Youth Travel Policy

There are scenarios where youth may be without adult supervision when travelling by air/train/bus to an event or program:

- Travelling by air/train/bus to and from interprovincial, national, or international events
- Travelling by air/train/bus to and from a central meeting place within Canada to join up with a 4-H group travelling to a national or international event
- When selected nationally or provincially to participate as a 4-H representative in a conference/event hosted by another organization

When youth travel alone, these procedures apply:

- The minimum age for youth travelling on their own: 12+ for domestic travel, over the provincial age of majority for international travel.
- Travel arrangements must be shared with youth/parent/guardians well in advance, and permission forms signed and returned to the program organizers.
- Youth must be supervised at departure and arrival points by a leader, staff, parent/guardian or other adult authorized by the family.
- When youth are received at their destination, the program will commence, and supervision policies will apply.

While travelling as a group (e.g. as part of Club to Club Exchanges, to a national conference), the following procedures apply:

- While youth are travelling by air/train/ bus to meet up with the larger group, youth may travel some portion on their own (see above) or with only one chaperone, as they are in a public setting. Whenever possible, the chaperone must apply the Rule of Two to avoid being one-on-one in vulnerable situations. For example, if the youth becomes ill, they must engage another adult/travel staff for assistance.
- When the youth/group reaches the program, the club, hosting chaperones, and staff will follow the supervision policy and ratios.
- If a travel issue arises and an emergency hotel stay is required, chaperones must ensure they have their own accommodation and must follow the Rule of Two to the best of their ability. For example, if only one chaperone is present, they could engage hotel staff to assist with room checks and gather to meet and eat in public spaces.

If a youth chooses to **travel independently before or after the sanctioned event**, permission must be in writing from the parents, and it must outline how the youth will connect to the 4-H event. Any insurance coverage provided through 4-H will only cover the specific dates of the sanctioned event. Please refer to the Independent Travel & Waiver form, expected release January 2020.

B-CE-11 – Inclusion

2020

(Established: September 15, 2020)

All 4-H programming in Canada must adhere to and uphold the 4-H Inclusion Statement.

Staff and trained leaders are responsible for working with youth members and their families to find accommodations that would allow for access and participation

4-H Inclusion Statement

4-H in Canada is open to all* **without discrimination based on race, national or ethnic**

origin, colour, religion, sex, age or, mental or physical disability.** 4-H is dedicated to providing a safe and inclusive environment that allows for universal access and participation. Where barriers to participation are identified, 4-H will, with reasonable accommodation, adapt programs, rules, policies, or expectations to reduce or remove the barriers. Any accommodations, changes or exceptions will be assessed on an individual basis, taking into account the individual experience of the member and their family. The physical safety and emotional well-being of members, leaders, staff and volunteers is 4-H's highest priority, and is the ultimate consideration in final decisions. 4-H Canada and local 4-H organizations consider inclusion a priority. Leaders are encouraged to work with individuals and their families to identify and discuss accommodations as required, and to reach out to provincial or national office staff for help with unresolved concerns. **This applies to youth members (ages 6 to 25), volunteers, leaders, staff and professionals.* ***Definition of discrimination as per Canadian Charter of Rights and Freedoms.*	
B-C E-12 – Code of Conduct *(Established: September 15, 2020)* The 4-H in Canada Code of Conduct outlines the expectations and guidelines for everyone involved in 4-H activities. Only when all participants are following these guidelines can we provide 4-H members with meaningful opportunities within an environment that is safe, inclusive and fun for all involved. 1. There is no tolerance for conduct that conflicts with the Code of Conduct for 4-H in Canada or other policies. 2. Incidence of misconduct by a *youth member, leader, volunteer, staff, 4-H family member or guest* must be reported to the provincial organization as outlined in the B-BO-24 – Misconduct Reporting and Appeals. As a positive youth development organization, we are committed to providing 4-H members with meaningful experiential learning opportunities within an environment that is safe, inclusive and fun for all involved. This is the responsibility of everyone involved in any 4-H activity. This Code of Conduct applies to: • 4-H youth members and their families • 4-H trained leaders and screened volunteers; • camp counselors and youth leaders; • non-screened guests; • 4-H staff and governing leadership; • 4-H program partners; • other participants or observers of 4-H events.	2020

B-CE-13 – Archival Policy *(Reviewed: October 17, 2020)* In 2015, 4-H Ontario entered into an agreement with the Archives of Ontario, whereby, 4-H Ontario acts as the intermediary between individual donors and the Archives of Ontario. The Archives of Ontario will be the permanent home of the archival collection of 4-H Ontario. In general, the Archives of Ontario is interested in records related to the 4-H Ontario Council or of its individual Clubs related to the administration of programs or to the history of 4-H in Ontario. Only records of individual members that are exemplary in demonstrating 4-H activities will be considered by the Archives. Records that are of local interest should be offered to a local repository. 4-H Ontario will only accept resources considered suitable for archival collection by the Archives of Ontario, i.e., Audio Visual materials, photographs and textual records relating to 4-H activities and programing. Large artifacts will not be accepted. Donations will be stored at 4-H Ontario only until the next donation submission to Archives of Ontario; which will occur every five years beginning 2016. This will follow a regular schedule of five years after each 5th anniversary year. Donors will be required to submit a completed 4-H Ontario Deed of Gift with donation materials. This form is available on the 4-H Ontario website. In doing so, the donor understands and agrees that the Archives of Ontario may have full discretion as to the use, display and disposition of materials as it may deem to be in its best interests. **Individuals must notify the 4-H Ontario office to discuss a donation of archival material. As 4-H Ontario is not an archive and has no available space to dedicate to housing and managing an archival collection, 4-H Ontario has the right to turn down donations. If materials are deemed unsuitable for archival collection with 4-H Ontario and subsequently the Archives of Ontario, individuals should contact their local 4-H Association or their local archives museum.**	2017/ 2020