



4-H Ontario Policy Manual

4.2.4 4-H VOLUNTEERS

Section 4.2 – 4-H Operating Policies & Procedures

Revised: January 23, 2021

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POLICY	DATE PASSED, AMENDED OR REVIEWED
<p>O-V-01- Minimum Age of Volunteers <i>(Updated: September 15, 2020)</i></p> <p>An individual must have reached the age of majority before applying to be a Volunteer in Good Standing with 4-H Ontario.</p> <p>The age of majority in Canada is the age at which a person is considered by law to be an adult.</p>	<p>1993/ 2007/ 2008/ 2010/ 2012/ 2014/ 2016/ 2019/ 2020</p>
<p>O-V-02 – Screening and Training <i>(Established: September 15, 2020)</i></p> <ul style="list-style-type: none"> Adults and older youth in a position of trust within 4-H, must complete the 4-H Ontario screening and training requirements before being granted Volunteer in Good Standing Status and supervision/ working with youth. This ensures they are aware of their responsibilities as caring adults in youth-adult partnerships, and to deliver safe and effective experiences. 4-H Ontario is required to keep secure record of all screening and training requirements. Anyone leading, participating in, or attending a 4-H event must abide by the Code of Conduct for 4-H in Canada. 	<p>2020</p>
<p>O-V-03 – 4-H Code of Conduct <i>(Removed: September 15, 2020)</i></p> <p>See Policy B-CE-12 – Code of Conduct</p>	<p>2006/ 2008/ 2012/ 2014/ 2015/2016/ 2017/ 2019/ 2020</p>
<p>O-V-04 – 4-H Conflict Resolution <i>(Removed: September 15, 2020)</i></p> <p>See Policy B-BO-24 – Misconduct Reporting and Appeals</p>	<p>2006/ 2008/ 2012/ 2014/ 2016 /2018/ 2020</p>
<p>O-V-05 - Dismissing Volunteers <i>(Removed: September 15, 2020)</i></p> <p>See Policy B-BO-24 – Misconduct Reporting and Appeals</p>	<p>2014/ 2016/ 2018/ 2020</p>
<p>O-V-06 - Appeals <i>(Removed: September 15, 2020)</i></p> <p>See Policy B-BO-24 – Misconduct Reporting and Appeals</p>	<p>2014/ 2016/ 2019/ 2020</p>



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O-V-07 - Police Records Check

(Updated: September 15, 2020)

4-H Ontario adheres to procedures recommended by the RCMP in regard to Police Record Checks for not for profit youth development organizations

New volunteers: are required to complete a Vulnerable Sector Police Check as part of the 4-H Ontario Volunteer Screening and Engagement process. Acceptance of Vulnerable Sector Check: A submitted Vulnerable Sector Check will be reviewed and retained by 4-H Ontario and must:

- Bear an authorized signature and stamp of the local police service jurisdiction,
- Be forwarded to 4-H Ontario Attention: 4-H Ontario Screening Officer and be received by 4-H Ontario within 30 days of the police services agency date stamp.

Acceptance of Vulnerable Checks completed for Outside Organizations 4-H Ontario will accept Vulnerable Sector Police Checks (VSC) previously completed for another volunteer agency provided that the VSC is less than 180 days old when received by 4-H Ontario based upon the Police Agency date stamp of completion

Current 4-H volunteers: are required to complete a Police Name/Record Check only through an accredited third party online service provider every three years (36 months) from the date of their previously filed Police Record Check).

Volunteers who are involved in other organizations and require a police check can ask to align their police check expiries to complete police checks for multiple organizations.

4-H Ontario will accept police checks completed through accredited third party police check service provider. Results of Vulnerable Sector Check and Police Record Checks will not be shared unless judicially requested and bound by law.

Zero Tolerance 4-H Ontario maintains a zero tolerance against individuals/volunteers who have charges or convictions relating to abuse, violence, sexual offences, crimes against children, weapons and selling of controlled drugs and substances. Individuals and volunteers found to have these charges/convictions will not be accepted as 4-H volunteers as these are considered Category 1 Volunteer Concerns.

Criminal Charges Individuals/volunteers with charges relating to alcohol offences, drugs and substance offences of a serious or repeated nature, or theft within a ten (10) year period of the conviction date will not be accepted as 4-H Ontario volunteers. Other criminal convictions that lead 4-H Ontario to believe that the safety of 4-H members will be jeopardized will result in the non-acceptance or dismissal of an individual. Charges of this nature are considered Category 1 Volunteer Concerns.

Volunteers with other criminal charges or convictions not mentioned above will have their 4-H volunteer status reviewed on a case by case basis by the Senior Manager, Volunteer & Community Engagement prior to acceptance or denial as a 4-H volunteer.

Where a 4-H Ontario volunteer is currently charged with an offense his/her volunteer responsibility will be suspended and on hold. They can be considered for reinstatement once all legal proceedings are finalized. Additional information pertaining to Police Checks and volunteer screening can be found in the Volunteer Screening and Training Process manual provided to the Volunteer Screening Contacts within local Associations.

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<p>O-V-08 - Inactive Volunteers <i>(Amended: September 15, 2020)</i></p> <p>Where a volunteer has been absent from volunteer activity for a period of five (5) years, the volunteer must complete the entire 4-H Ontario Volunteer Screening and Engagement Process (including Vulnerable Sector check and New Volunteer Orientation. Once complete, the volunteer’s status will be updated to ‘active’.</p>	<p>1993/ 2008/ 2010/ 2012/ 2014/ 2016/ 2018/ 2020</p>
<p>O-V-09 - Volunteers Who Relocate Within Ontario <i>(Amended: September 15, 2020)</i></p> <p>Volunteers who relocate:</p> <p><u>Within Ontario:</u> 4-H volunteers need to provide their new address and contact information to the Coordinator, Volunteer Support for the Region and to the local 4-H Association they wish to volunteer with. The Local 4-H Association Screening Committee must complete an interview with the volunteer prior to having the volunteer engage in 4-H volunteer activities.</p> <p><u>Within Canada:</u> 4-H volunteers who relocate from other provinces are required to submit a volunteer application to 4-H Ontario and complete the 4-H Ontario Volunteer Screening Process (including Vulnerable Sector Check and New Volunteer Orientation prior to engaging in 4-H volunteer activities in Ontario.</p>	<p>1993/ 2007/ 2008/ 2010/ 2014/ 2016/ 2019/ 2020</p>
<p>O-V-10 - Billeting - National <i>(Removed: September 15, 2020)</i></p> <p>See Policy B-CE-10 - Youth Safety Policy</p>	<p>1994/ 2007/ 2008/ 2010/ 2012/ 2016/ 2019/ 2020</p>
<p>O-V-11 - Volunteer Training <i>(Amended: September 15, 2020)</i></p> <p><u>New Volunteers:</u> All volunteer candidates are required to attend and participate in a 4-H Ontario Staff lead New Volunteer Orientation Session as part of the 4-H Ontario Volunteer Screening and Engagement process.</p> <p><u>Current Volunteers:</u> At minimum, all 4-H Ontario volunteers must attend and complete a Staff led re-engagement learning opportunity every two (2) years.</p> <p>This must be completed within +/- three (3) months of the last recorded engagement date entered in the provincial database to retain their Volunteer in Good Standing status.</p>	<p>2014/ 2016/ 2018/ 2020</p>
<p>O-V-12 – Chaperones <i>(Updated: September 15, 2020)</i></p> <p>4-H volunteers cannot be a youth participant and chaperone at the same event.</p> <p>Under no circumstances will delegates or delegates and chaperones be forced to share a bed.</p> <p>4-H Volunteers who take on the role of chaperone must comply with 4-H Canada Youth</p>	<p>2008/ 2010/ 2011/ 2015/ 2016/ 2019/ 2020</p>



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<p>Safety Policies Youth Supervision Policy and all 4-H Ontario Policies, of particular interest:</p> <ul style="list-style-type: none"> • B-BO-12 Duty of Care • B-B0-22 Duty to Report • B-CE-12 Code of Conduct • O-HS-01 Alcohol and Drugs • O-HS-05 Accessibility for Persons with Disabilities: Customer Service Policy 	
<p>O-V-13 – Protection of Personal Information <i>(Amended: January 23, 2021)</i></p> <p>All volunteers of 4-H Ontario will respect the privacy of the organization’s youth participants, other volunteers, donors, sponsors and stakeholders. Volunteers will undertake appropriate measures and safeguards to protect specific information that is held for the purpose of the program. Personal information will be collected on behalf of the Board, Council, Foundation and program only for the following purposes:</p> <ul style="list-style-type: none"> • To establish and maintain a responsible relationship and provide ongoing service and support. • To conduct appropriate screening procedures for those volunteers who may find themselves in a position of trust with the membership of the organization • To maintain, manage and develop programs and operations, through solicited feedback and support. • The 4-H Ontario Privacy Officer and Screening Officer will use the Personal Information Protection and Electronic Documents Act (January 2004) as the guidelines for handling personal information. <p>To meet program requirements</p> <p>At all times Volunteers will keep personal information accurate and up-to-date for the purposes identified above. Questions and concerns regarding the collection and/ or use of personal information will be directed to the 4-H Ontario’s Privacy Officer.</p> <p>Youth participants, volunteers, donors, sponsors and stakeholders do have choices and can refuse or withdraw consent for 4-H Ontario to keep and use information.</p> <p>Withdrawal of Consent for Collection / Use of Information</p> <p>Youth Participants, volunteers, donors, sponsors and stakeholders may request that their name be removed from our various lists at any time. Requests may be in writing, by phone, fax or email and should be directed to the organization’s Privacy Officer. Youth participants, volunteers, donors, sponsors and stakeholders can also refuse to provide personal information to 4-H Ontario. In all cases this may limit 4-H Ontario’s ability to provide appropriate service and support to these individuals.</p>	<p>2016/ 2021</p>
<p>O-V-14 – Volunteer in Good Standing <i>(Amended: July 31, 2019)</i></p> <p>Volunteer in Good Standing Definition: Volunteers with up to date screening (police checks), re-engagement learning opportunity and Child Protection Training (through Commit to Kids) records and who have signed and agreed to adhere to the Code of</p>	<p>2016/ 2017/ 2019</p>



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Conduct included in the Participant Agreement Form (Form #6.8) shall receive “Volunteer in Good Standing” status.

A volunteer must be a ‘Volunteer in Good Standing’ in order to be:

- Eligible to be a volunteer or club leader
- Eligible to chaperone 4-H activities (provincial and national)
- Eligible for recognition by outside organizations who opt to use the ‘Volunteer in Good Standing’ status as selection criteria.
- Eligible for their club and themselves to receive recognition and awards.