

All volunteers who will be in direct contact with Sea Cadets, must be screened by CJCR as per the new instructions.

If they have previously been screened by the Navy League of Canada and their status is still valid, then they only need to be confirmed with the Regional Cadet Support Unit (RCSU) through the CO.

There is a simple application process including the completion of the form attached and providing a copy of photo ID for the records the Region will now hold on file.

In accordance with the new policy and transition plan, adults previously screened by a Cadet League whose screening has not yet expired yet, are permitted to apply to become CJCR volunteers without having to complete a new police record check (PRC) and vulnerable sector screening (VSS). The CJCR will verify with the Cadet Leagues that they have reviewed

the adult's PRC and VSS and has found them suitable.

To facilitate the transition of adult screening from the responsibility of a Cadet League to the CJCR, the following process will be implemented:

- Corps/Squadron COs will have all adults who have been previously screened by a Cadet League complete an Adult Screening Application Form (attached).
- The adult completing the form should check "Renewal" in "Application Type" and next to the checkbox will include the serial number from their Cadet League provided identification card ensuring that the information provided on the application form appears as it does on their current League volunteer card.
- The applicant will also need to provide photocopies of two (2) pieces of government:

ISSUED IDENTIFICATION (one must be a photo ID) to be verified by the CO and sent with the application form;

- Once completed, a copy of the form is to be given to the Commanding Officer with the two pieces of government issued Identification for verification. The Adult Screening Application Form is Protected B, and must be sent by mail to the RCSU (address below). CO's should address the envelope per usual and do not add extra marking.
- the RCSU will verify the adult has been screened by the Cadet League and obtain the expiry date of the screening indicating on the file that the adult was previously screened by a Cadet League then complete file process with photo ID; and
- the RCSU will provide the Corps/Squadron CO with a verified list of all of their screened adults, including the screening expiration date and screening level; and then confirm with the Cadet Leagues which adults are now being

managed by the CJCR.

Applications are to be sent to:

c/o J1 Employment

Regional Cadet Support Unit Central

CFB Borden

51 Maple Leaf Drive, Bldg A-74

PO Box 1000, Stn Main

Borden ON L0M 1C0

CJCR screened Volunteers are encouraged to also apply to become or continue to be NLC screened Volunteers. NLC provides additional Insurance coverage when involved in Branch sponsored Corps or Branch events. The past process for NLC volunteers remains the same.

**Adult Screening Application Form**

CJCR requires support from various organizations and individuals to assist and support in the delivery of the Cadet Program. To this end, CJCR may authorize volunteers to assist COATS members and Civilian Instructors (CI) in support of authorized cadet activities. In order to fulfill its legal obligations as responsible youth, and to support volunteers properly, there is a need to ensure applicants are screened, registered and managed appropriately.

Along with this form, you will need to provide a photocopy of two pieces of government issued identification, one of which must include a photo, and a Canadian Police Records Check (PRC) with the Vulnerability Screening (VSS). Details on how to acquire a VSS will be provided to you by your RCSU.

**Privacy Notice**

In order to process your screening application, CJCR requires certain personal information from you. Or information needed for the purposes of determining your suitability to work with cadets will be requested. Information collected during this process will be protected and kept confidential in accordance with the PIA Act and NDSI 27, Classification and Designation of Information.

Application Type:	<input type="checkbox"/> Initial Application	<input type="checkbox"/> Renewal
<i>Mark all necessary</i>	<input type="checkbox"/> Volunteer	<input type="checkbox"/> Civilian Instructor
	<input type="checkbox"/> Reg F	<input type="checkbox"/> DND Employee
	<input type="checkbox"/> P Res	<input type="checkbox"/> Civilian contractor (pers)

\* Current CAF members are not eligible to apply to CI positions.

**Section 1 – Personal Information**

Surname		First	Middle
Date of Birth	<input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> non-binary	Maiden or Former Name(s)	
Address			
City		Province	Postal Code
Phone Number		E-mail	
Employer (incl address):		Supervisor (incl email):	
Corps/Squadron Number:		UIC:	
Primary Duties:			
Do you have a child currently participating in the Cadet Program?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, provide corps/squadron number:			

**Section 2 – Previous/Current CAF and Cadet Experience**

- Current CAF member     Previous CAF service     Previous experience as a Cadet  
 No previous CAF or Cadet experience (if you checked this box, skip section 2)

Active/previous CAF Personnel

**PROTECTED B** (When completed)

Release Item	Release Date:	MOSID:
<b>Previous Cadet Experience</b>		
Years of Participation:		Element:
Corps/squadron Number:		Corps/squadron location:
Cadet Rank:		Staff Cadet Service Number (if known):

**Section 3 – References** *(cannot be a family member/related to you)*

<b>First Reference</b>	
Name	Relationship to you
Phone Number	E-mail
<b>Second Reference</b>	
Name	Relationship to you
Phone Number	E-mail
<b>Third Reference</b>	
Name	Relationship to you
Phone Number	E-mail

**Section 4 – Personal Declaration**

- Have you ever been convicted of a criminal offence for which a pardon has not been granted?     Yes      
Do you have previous experience as a volunteer with a youth organization?     Yes

I, the undersigned, agree that all information contained within this application is factual and been completed to the my ability. I permit CJCR, or its agents, to interview any of the references listed on my application. I also understar CJCR reserves the right to accept or decline my services for any reason, except for those prohibited by the Canad Charter of Rights and Freedoms. I understand that if I am involved as a volunteer with the CCO that I will not be er any remuneration and I recognize the safety and wellbeing of cadets as my foremost responsibility. I hereby agree will immediately advise CJCR, after the signing of this form, should I commit or be implicated in any type of activity could change my status for my PRC or VSS.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

For Use by CJCR and/or designated agents only			Suitable	Not Sui
Minimum Age of 18			<input type="checkbox"/>	<input type="checkbox"/>
Citizenship:	<input type="checkbox"/> Canadian Citizen	<input type="checkbox"/> Permanent Resident	<input type="checkbox"/>	<input type="checkbox"/>
Interview Completed:	Date:		<input type="checkbox"/>	<input type="checkbox"/>
Current/Previous CAF Service Review (includes approval from current CO):			<input type="checkbox"/>	<input type="checkbox"/>
First Reference:	Date:		<input type="checkbox"/>	<input type="checkbox"/>
Second Reference:	Date:		<input type="checkbox"/>	<input type="checkbox"/>

Third Reference (if required):	Date:		<input type="checkbox"/>	<input type="checkbox"/>
PRC/VSS:	Date of Completion:		<input type="checkbox"/>	<input type="checkbox"/>
Applicant Status: Approved as : <input type="checkbox"/> Volunteer; <input type="checkbox"/> CI; <input type="checkbox"/> CAF member <input type="checkbox"/> Not Approved				

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### **CATO 23-07 Annex A – Civilian Volunteer Agreement**

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This agreement is drafted in accordance with the Treasury Board Framework for the Management

Risk I, \_\_\_\_\_ of \_\_\_\_\_ in the Province of \_\_\_\_\_  
   (Volunteer Name)  (City)

agree to the following terms and conditions required to be a volunteer:

**PART 1 - DESCRIPTION OF VOLUNTEER ACTIVITIES**

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**PART 2 - TERMS AND CONDITIONS**

I will, at all times, act honestly and without malice, and within the scope of the volunteer activities described herein;

I will, at all times, exercise due caution and take reasonable care of any Crown property entrusted

I confirm that I am fully qualified to execute the volunteer activities described herein;

I declare that I am fit for the activities involved and not aware of any personal health concern that represent a risk to myself or to others;

I acknowledge and agree that this is not an employment agreement;

I agree to be supervised by a cadet instructor or civilian instructor of the Regional/National activity which I am volunteering;

I acknowledge and agree that I am responsible for any liability resulting directly from my negligence

I confirm that I am participating freely and of my own accord in the activities of the cadet corps or squadron without compensation or any other thing of value in lieu of compensation;

I agree that while volunteering I will abide by the terms and conditions set out in CATO 23-07 and terms described herein; and

I will display or have in my possession my issued ID Card when participating in cadet activities.

### **PART 3 - INSURANCE**

I acknowledge and agree that I will be required to provide confirmation of insurance (where applicable) when using my personal property in the course of my volunteer activities with the cadet corps or squadron.

### **PART 4 - PRIVACY NOTICE STATEMENT**

In order to process your application to be a Civilian Volunteer in support of authorized Cadet activities we require certain personal information from you. This Statement explains the purposes and use of your personal information.

Only information needed for the purposes of determining your suitability to be a Civilian Volunteer will be requested.

The collection and use of personal information for this volunteer application is authorized by section 46 of the *National Defence Act* and article 3.11 of Chapter 2 of the *Queen's Regulations and Orders for Canadian Cadet Organizations* and is required for your participation. This collection of personal information is not required by law, but is permitted by law should you voluntarily choose to participate in the Cadet Program.

However, a refusal to allow us to collect, use and disclose your personal information will result in you not being permitted to participate in the Cadet Program.

We will use your personal information to determine your suitability to participate as a volunteer in support of cadet activities. This information may be shared with other DND / CF organizations as well as with the Navy League of Canada, The Army Cadet League of Canada and the Air Cadet League of Canada to ensure the screening process is applied uniformly throughout the Canadian Cadet Organization.

The legislative authority for sharing the information can be found in section 46 of the *National Defence Act*, article 3.11 of Chapter 2 of the *Queen's Regulations and Orders for the Canadian Cadet Organizations* and subsection 8(2) of the *Privacy Act*.

### **PART 5 - SCREENING AND DISCLOSURE OF INFORMATION**

I acknowledge and agree that prior to being able to participate in support of authorized cadet activities I must have applied as a volunteer and have successfully completed a screening;

I hereby consent to the sharing of my personal information among the Department of National Defence and the Canadian Forces, the Navy League, the Army Cadet League and the Air Cadet League



and the Canadian Forces, the Navy League, the Army Cadet League and the Air Cadet League.

The information which may be disclosed includes:

- My status as a volunteer;
- The fact that my volunteer application has been accepted or refused based on successful completion of the reliability screening, i.e. Police Records Check (PRC) / Vulnerable Sector Screening (VSS); and
- A copy of this Civilian Volunteer Agreement.

I am aware that my refusal to consent to the sharing of my personal information will result in my being permitted to participate in the Cadet Program.

I hereby agree that I will immediately advise the CO of the corps / squadron, if I am charged with offence during the effective period of this agreement.

Unit UIC: \_\_\_\_\_ Unit number: \_\_\_\_\_ Unit Location: \_\_\_\_\_

Volunteer issued ID Number: \_\_\_\_\_

Volunteer Name (Printed): \_\_\_\_\_

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CO (Printed): \_\_\_\_\_

CO Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **Regional Cadet Support Unit (Central)** **Code of Conduct for Adult Staff and Volunteers**

SN \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_ Init \_\_\_\_\_

1. As Canadian Armed Forces (CAF) members, Civilian Instructors, and Volunteers entrusted with the responsibility of supervising, training and developing youth, it is critical that we conduct ourselves at all times in a manner that is beyond reproach. Above all else, the physical and emotional safety and well-being of cadets is our utmost concern and must be the primary consideration of every adult staff member and volunteer within the Canadian Cadet Organizations (CCO). Cadets must have positive and appropriate role models in each member of the adult staff, whether involved directly in the training of cadets or in a support function.
  
2. As a staff member / volunteer of /any Cadet Training Centre/ I understand that I must adhere to all rules and regulations applicable within my area of responsibility. In particular, I acknowledge that I will:
  - a. read and abide by all rules and regulations. I will familiarize myself with CAF orders, policies and directives (including but not limited to QR&O, CFAO, DAOD), and CCO orders (including but not limited to CATO and Natl CJCR Sp Gp Orders), as well as Regional orders (CRCI, CRC SO, ROs) and local orders (Base, Area Trg Office, CTC, Corps/Sqn: Standing Orders, ROs, Range Safety Orders, etc);
  - b. intervene upon seeing an infraction, and when necessary, report infractions to my superiors;
  - c. ensure that safety is incorporated in all aspects of my job and support the RCSU Central and local general safety programs;
  - d. ensure that environmental stewardship is incorporated in all aspects of my job and support the RCSU Central and local environmental policies;
  - e. ensure that a harassment free workplace is maintained. This includes avoiding any gesture, comment or display that may be interpreted as demeaning, humiliating or embarrassing and not making any negative or offensive comments, gestures or displays regarding any person's race, national or ethnic origin, colour, religion, age, sex, marital status, family status, disability, sexual orientation or physical characteristics;
  - f. ensure that ethics is incorporated in all aspects of my job and support the DND and CAF Code of Values and Ethics;

- g. ensure that all activities / duties for which I am responsible are conducted efficiently, effectively, economically and ethically;
- h. lead assigned officers, NCMs, civilian staff, staff cadets and cadets and manage allocated resources in the most efficient, effective, economical and ethical manner that will optimize the direct or indirect benefit that the cadets receive from the cadet program;
- i. set a good example of dress, deportment and conduct;
- j. use a calm, firm and reasonable tone of voice when giving instruction or addressing deficiencies with subordinates, avoiding yelling or swearing;
- k. not abuse my authority;
- l. ensure that all communications with cadets are appropriate and consistent with the professional adult / supervisor and youth / trainee relationship that must be maintained both on and off duty. This includes not engaging in any of the following (except in the case of a cadet who is an immediate family member):
  - (1) writing personal letters / cards, or sending personal text messages, emails or other electronic communications (i.e. via social media, etc.) to cadets that are not consistent with my duties as a Cadet Instructor / youth leader,
  - (2) having a personal conversation with a cadet that extends beyond what is appropriate as Cadet Instructor / youth leader, and
  - (3) spending time with a cadet outside of designated work times and / or authorized activities;
- m. ensure that my use of social media sites, at all times (including off duty), does not reflect negatively on the CAF or CCO and that:
  - (1) my online communications will reflect the principles of respect, responsibility and consideration of others, and
  - (2) I will not request or accept any cadets as "friends" on personal social networking sites;
- n. not exhibit conduct (through oral or written comments, electronic communications, gestures, displays or physical contact) that is of a sexual nature or has sexual connotations, particularly in the presence of cadets;
- o. not touch cadets or other staff members without their permission except when absolutely necessary in an emergency situation;
- p. not engage in personal relationships or in intimate relationships with cadets;
- q. notify the chain of command of any personal relationship that either pre-exists or is formed with another staff member and that could compromise the objectives of DAOD 5019-1;
- r. not disclose any personal or protected information by any means without authorization;
- s. not use or possess illegal drugs (including prescription drugs, except as legally

prescribed by a health care professional);

- t. I will not use prescription or non-prescription drugs that would alter my behaviour or impair my ability to function at any time I am in the presence of cadets or while I am responsible for their direct supervision;
  - u. not consume alcoholic beverages nor be under the influence of alcohol when interacting directly with, or in direct supervision of cadets;
  - v. not use tobacco products in the presence of cadets;
  - w. not provide tobacco products, alcohol, drugs or other prohibited items to cadets;
  - x. not have knives, guns or weapons in my possession in the presence of cadets, unless required in the performance of my duties;
  - y. not use DND vehicles or other equipment for other than approved, official duty purposes;
  - z. not use DND computers to access or distribute pornographic or sexually explicit materials; and
  - aa. act in such a way as to bring credit to the Department of National Defence / Canadian Armed Forces and the CCO.
4. I acknowledge that failure to comply with this Code of Conduct may result in both

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### COVID-19 VACCINE STATUS ATTESTATION FORM

<b>SN:</b>	
<b>Rank:</b>	
<b>Last Name, Initials:</b>	
<b>Unit:</b>	<b>Area:</b>

Reference: CDS Directive on *CAF COVID-19 Vaccination* issued 8 October 2021

In accordance with above reference, I confirm the following:

<i>Indicate applicable statement with a "✓" in the leftmost column below</i>		
<input type="checkbox"/>	I am <b>fully</b> vaccinated against COVID-19 and have received both doses of a vaccine authorized by Health Canada.	<i>Date of 2<sup>nd</sup> Vaccination</i>
<input type="checkbox"/>	I am <b>partially</b> vaccinated against COVID-19 and have received one dose of a vaccine authorized by Health Canada.	<i>Date of 1<sup>st</sup> Vaccination</i>
<input type="checkbox"/>	I am <b>requesting accommodation</b> from COVID-19 vaccination for a medical reason certified by a doctor. <b>Note:</b> Doctor's certification indicating the contraindication must be provided.	
<input type="checkbox"/>	I am <b>requesting accommodation</b> from COVID-19 vaccination for religious reasons. <b>Note:</b> An attestation <u>in the form of an oath</u> must be provided, including information on the religious belief prohibiting full vaccination	

<input type="checkbox"/>	I am <b>requesting accommodation</b> for a reason protected by the <i>Canadian Human Rights Act</i> (CHRA). <b>Note:</b> An attestation specifying how the reason of distinction under the CHRA preventing you from being fully vaccinated must be provided
<input type="checkbox"/>	I am <b>unwilling</b> to be vaccinated against COVID-19. <b>Note:</b> A member of the RCSU team will contact you to discuss your situation

All attestation information is subject to verification and audit, and members may be required to provide proof validating above selection at any point.

All personnel completing this form must understand that, by signing the form, making a false statement constitutes a breach of the DND and CF Code of Value and Ethics and may result in administrative or disciplinary action up to, and including, termination.

Signed in \_\_\_\_\_ on \_\_\_\_\_  
City, Province Date

\_\_\_\_\_  
Signature

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