

We are glad to hear that you would like to join the Navy League Brampton Branch.

Please see the attached Police record Check - Guidance document with explanation on how to complete Vulnerable Sector Screening process. Other required documents are attached for you to read and fillable forms to be completed.

Once you have completed the process, please email documents to Jen Nolan (NL Secretary) mumblingowl@gmail.com . Please do not hesitate to ask Ms. Nolan if you need any guidance to fill these forms.

Looking forward to you joining our Navy League team.

Steps to complete include the following:

1. Complete the Navy League Volunteer form
 1. Under Section 1:
 1. Volunteer Category: Check "**Branch**"
 2. Branch: enter "**Brampton**"
 3. Division: enter "**Ontario**"
 2. Supporting documents:
 1. Scan of 2 pieces of photo ID
 2. Photo - passport size recent digital photo Height = 70 mm (2 3/4") x Width = 50 mm (2"). A good quality photo can be resized to a passport size photo.
2. Complete Police Record check:
 1. Fill in the Police Record Check form
 2. Check "**Vulnerable Sector Check - Level 3**" at top of form
 3. Fee to obtain Police Record Check paid by volunteer
 4. 2 pieces of acceptable photo ID required
 5. Go in person to main Peel Police office (Hurontario and Steeles) to complete Police Record Check
 6. See location and further details below:
3. Navy League Branch Review:
 1. Please return all forms to any member of Navy League Branch Executive (only)
 2. Review NL22 a,b & c - Harassment Prevention Forms
 3. An interview with Navy League executive may be conducted as part of the screening process
 4. Navy League will submit all completed forms to Navy League Ontario Division for processing

Peel Regional Police - Sir Robert Peel Centre

7750 Hurontario Street, Brampton, ON L6V 3W6

Hours of operation:

Monday to Friday – 8 a.m. to 6 p.m.

Saturday – 9:30 a.m. to 4.30 p.m.

For additional information see link below:

<https://www.peelpolice.ca/en/services/record-checks-and-suspensions-pardons.aspx>



The Navy League of Canada Volunteer Registration Form

In the interest of protecting our Cadets, the Navy League of Canada has established a Volunteer Screening Program, in conjunction with our partner, the Canadian Forces. All information collected for this program will be kept confidential. If you have any questions about our Volunteer Screening Program, please call the National Office at: 1-800-375-6289.

National Office Use Only

Who has to fill out this form? Any person (prospective employee, member or volunteer) who will have or may have, direct contact with Navy League Cadets or Sea Cadets. There are two exceptions:

1. Volunteers who occasionally drive cadets to and from organized activities do not need to be screened. The Navy League has incorporated a Driver's Log that records basic information and provides specific safety instructions for Drivers and Cadets.
2. Volunteers seeking to renew their screening status should complete form NL(107)E.

What supporting documents do you require? To complete your application, we will require (i) Canadian Police Records Check (PRC) with the Vulnerability Sector Screening (VSS), (ii) photocopies of two pieces of official identification, one of which must include a photo, (iii) one recent photograph (taken within the last 3 months) of yourself.

What happens to this information? Branches and Divisions may keep a copy of the first page only. The completed application will be archived at the National Office. After five years, you must renew your screening. Basic tracking information is recorded on our secure Volunteer Screening Database. Your name may be shared with other youth organizations, but only for the purpose of volunteer screening. Your name and address will not be distributed to any third party for commercial or unauthorized usage.

Section 1 – Contact Information		
Surname	First	Middle
Address		
City	Province	Postal Code
Phone Number	Fax	E-mail
Volunteer Category <input type="checkbox"/> Branch <input type="checkbox"/> NLC <input type="checkbox"/> RCSC <input type="checkbox"/> Other (specify)		
Branch		Division

I have received and reviewed the NL 22 Harassment Prevention Policy Summaries:

Signature: _____

Section 2 – Historic Information

Date of Birth (dd/mmm/yyyy)		Place of Birth (City, Province/State, Country)	
Maiden or Former Names (Enclose proof of Name Change)			
Previous Address (if less than one year at your current address)			
Address			
City		Province	Postal Code
Previous Address (if less than one year at the address above)			
Address			
City		Province	Postal Code

Section 3 – Employment Information

Occupation		Employer	
Address			
City		Province	Postal Code
Phone Number		Fax	E-mail
Previous Employment (if less than two years at your current Employer)			
Occupation		Employer	
Address			
City		Province	Postal Code
Phone Number		Fax	E-mail

Section 4 – Education / Qualifications

Year Attained	Certificate/Diploma	School/Institution

Section 5 – Hobbies and Interests

How did you hear about our program? _____

Do you have any experience working with youth? (include Cadet experience) Yes

If you answered 'Yes' above, please detail your experience here:

Years (i.e. 90-95)	Organization	Age Group
Years	Organization	Age Group
Years	Organization	Age Group

Do you have experience working with Volunteer organizations? Yes

If you answered 'Yes' above, please detail your experience here:

Years (i.e. 90-95)	Organization	Position
Years	Organization	Position
Years	Organization	Position

Have you ever been in the military? Yes(Currently Serving) Yes (inactive)

If you answered 'Yes' above, please detail your experience here:

Years (i.e. 90-95)	Branch / Trade (i.e. Navy, Boatswain)	Rank
Years	Branch / Trade	Rank
Years	Branch / Trade	Rank

Please list any hobbies, leisure activities, or other information you feel may be helpful in assessing your application.

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Section 6 – References (other than immediate family)

First Reference	
Name	Relationship to You
Phone Number	E-Mail
Second Reference	
Name	Relationship to You
Phone Number	E-Mail
Third Reference	
Name	Relationship to You
Phone Number	E-Mail

Section 7 – Personal Declaration

I, the undersigned, agree that all information contained within this application is factual and been completed to the best of my ability. I permit The Navy League of Canada, or its agents, to interview any of the contacts listed in this application. I also understand that The Navy League of Canada reserves the right to accept or decline my selection for any reason, except for those prohibited by the Canadian Charter of Rights and Freedoms. If accepted as a Navy League Volunteer, I recognize the safety and well being of cadets as my foremost responsibility. I hereby agree that I will immediately advise the Navy League of Canada, after the signing of this form, if I am charged with an offence.

Signature

Date

Branch Recommendation (To be completed by Branch Screening Coordinator)				Division Recommendation (To be completed by Division Screening Coordinator)			
<input type="checkbox"/> Identification Check (photocopies enclosed) <input type="checkbox"/> PRC/Criminal Check Verified <input type="checkbox"/> Photograph Included <input type="checkbox"/> Personal Interview <input type="checkbox"/> Reference Checks <input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended				<input type="checkbox"/> Application Complete <input type="checkbox"/> Interview with Branch Screening Coordinator <input type="checkbox"/> Other Cadet Leagues Confirmed <input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended			
Comments				Comments			
Print Name		Signature		Print Name		Signature	
Date				Date			
Issue Card to	Branch	Division	Name and Position				
Address						City	

Province	Postal Code	Phone Number
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Peel Regional Police Consent to Conduct Police Records Check

****Must live in Mississauga or Brampton and have proof of address****

Must Select One: Criminal Record Check – Level One
 Criminal Record and Judicial Matters Check – Level Two
 Vulnerable Sector Check – Level Three

TO BE COMPLETED BY APPLICANT		Adult <input type="checkbox"/>	Youth <input type="checkbox"/>	Date of Request (YYYY-MM-DD)	
Current Address (name, street, city, province, postal code) **Print UNDER each heading**					
Last Name		First Name		Middle Name	
# and Street Name		Apt/Unit #	Maiden Name or Other Last Names		Other First Names
City	Province	Postal Code	Date of Birth (YYYY-MM-DD)	Country of Birth	Gender
Contact Phone Number(s)			Email Address		
Address History – Complete address history for the past 5 years.					
Street Name and # (please state below)		Apt/Unit #	City	Province	# of
Same as above		----	----	----	
Identification – Two pieces of valid government issued identification required. One must have date of birth and photo.					
Type of Identification produced			Type of Identification produced		
Reason for Request - (please fill out the following)					
<input type="checkbox"/> Volunteer <input type="checkbox"/> Employment <input type="checkbox"/> School Requirement <input type="checkbox"/> Licensing <input type="checkbox"/> Other – Please specify:					
Fill out the below ONLY if request is Vulnerable Sector Check					
Name of Employer/Organization/School/Other requesting Vulnerable Sector Check				Job Title/Position/Program Name	
Check box of Vulnerable Person(s) you will be responsible for the well-being of (can check off more than one (1) if applicable):					
<input type="checkbox"/> Children <input type="checkbox"/> Elderly (over 65) <input type="checkbox"/> Other – please specify:					
Youths requiring a records check for a position with a government agency must provide the following:					
Name of Government Agency					
Address of Government Agency					
Position with Government Agency		Contact at Government Agency		Phone Number	
The Criminal Record Check will include the following information as it exists on the date of the search:					
<ul style="list-style-type: none"> Criminal convictions from the Canadian Police Information Centre "CPIC" and/or local databases and Summary convictions for the past (5) years, when identified 					
The Criminal Record and Judicial Matters Check will include all of the above and the following information as it exists on the date of search:					
<ul style="list-style-type: none"> Outstanding entries such as charges and warrants, judicial orders, Probation and Prohibition Orders – as per CPIC policy, information obtained from the Investigative Databank must be confirmed and authorized for release by the contributing agency Absolute and Conditional Discharges per the Police Record Checks Reform Act schedule 					
The Vulnerable Sector Check will include all of the above and the following information as it exists on the date of the search:					
<ul style="list-style-type: none"> In very exceptional cases, where it meets the Public Safety Test, non-conviction dispositions including but not limited to: Withdrawn charges 					

- in very exceptional cases, where it meets the Public Safety Test, non-conviction dispositions including but not limited to, Withdrawn & Dismissed
- Not Criminally Responsible by Reason of Mental Disorder
- All record suspensions for release by the Minister of Public Safety

CONSENT

1. I hereby authorize the **Peel Regional Police** to conduct a search based on the names(s), date of birth and declared criminal record to obtain the information required to complete the Police Record Check and disclose such information to me. This includes a search of the **Peel Regional Police** Records Management Systems (RMS), and the Canadian Police Information Centre (CPIC) database, maintained by the RCMP. This search of the CPIC database includes a search of the Identification Data Bank (known as the National Repository of Criminal Records), the Investigative Data Bank and the Police Information Portal (PIP).
2. I hereby release and discharge the **Peel Regional Police Services Board** and all members and employees of the **Peel Regional Police** from any and all actions, claims and demands for damages, loss or injury howsoever arising which may hereafter be sustained by me as a result of the disclosure of the information to me by the **Peel Regional Police**. I hereby authorize the **Peel Regional Police** to inquire and disclose results of any police records to me including: criminal convictions (summary and indictable); absolute and conditional discharges; and cases of not criminally responsible for reasons of mental disorder; outstanding entries such as charges, judicial orders, probation and prohibition orders and to conduct a local police contact search with any Police Service in Canada.
3. I certify that the information provided by me in this application is true and correct to the best of my knowledge and belief. I have read this consent, understand it, and agree to it in its entirety.
4. **For Vulnerable Sector Check applicants that are 18 years of age or older:** I hereby consent to a search being made in the authorized criminal records retrieval system maintained by the Royal Canadian Mounted Police to find out if I have been convicted of, and been granted a record suspension (pardon) for, any sexual offences that are listed in the schedule to the *Criminal Records Act*. I understand as a result of giving this consent, if I am suspected of being the person named in a criminal record for one of the sexual offences listed in the schedule to the *Criminal Records Act* in respect of which a record suspension was granted or issued, I will be requested to provide fingerprints to confirm that record and that record may be provided by the Commissioner of the Royal Canadian Mounted Police to the Minister of Public Safety, who may then disclose all or part of the information contained in that record to a police force or other authorized body. That police force or authorized body will then disclose that information to me. If I further consent in writing to disclosure of that information to the person or organization referred to the above that requested the verification, that information will be disclosed to the person or organization.
5. I understand that the prescribed fee is non-refundable.

Applicant's Signature:

Date (YYYY-MM-DD):

Harassment Prevention

The Navy League of Canada

IMPORTANT NEWS

Harassment

What is it?

The Navy League of Canada is committed to providing a learning and working environment for all members that is healthy, safe, and free from harassment and discrimination. Everyone has an individual responsibility to create and maintain a respectful workplace.

What does this mean?

Harassment: means comments or actions, made on either a one-time or continuous basis, that are unwelcome or should be known to cause offence or harm or engaging in a course of vexatious comment or conduct against another co-worker that is known or ought reasonably to be known to be unwelcome. This includes comments/behaviours that may be observed or overheard by a third party who takes offence. The definition includes harassment prohibited under the relevant Provincial Human Rights Code, as well as what is often called “psychological harassment” or “personal harassment”. Everyone has the right to be free from humiliating behaviour that is based on race, gender identity, ancestry, place of origin, color, ethnic origin, citizenship, creed, disability, gender, sexual orientation, age, record of offences, marital status, family status or same-sex partnership status.

This policy applies to all members of the Navy League of Canada including: National and Divisional/Bra

employees; registered participants (Branch Members) including National Board, Division and Branch Council members and all categories of Associates; and volunteers including Navy League Officers. This policy also covers contractors, subcontractors, suppliers, and visitors to our organization.

How do I know what is considered harassment?

What should I do if I believe I have been subjected to harassment or discrimination at the workplace?

If you believe that harassment or discrimination exists, there are a number of options available.

Resolve the matter with the individual: individuals are encouraged to resolve their concerns by direct communication with the person(s) engaging in the unwanted behaviour. Keep a personal written record of date, time, details of the comments and witnesses, if any.

Where an issue becomes a complaint:

1. Management intervention: bring forward the issue through the Navy League Chain of Command ; will be dealt with promptly.
2. Formal Complaint: Where necessary, provide a formal letter of complaint that contains a brief account of the offensive incident, when it occurred, the persons involved and name of witnesses.

What happens next?

Upon receiving a complaint, a process will be undertaken promptly to review and respond to the complaint required, external parties may be brought in to assist with the review of the complaint. In all instances, the person responsible for resolving the complaint will assess whether the situation can be resolved using a formal alternative dispute resolution such as mediation. This will only be done with the expressed consent of the parties.

What is the role of the Executive Director (or as appropriate Divisional/Branch staff Councils)?

All leaders in the organization are responsible for fostering an environment of respect and dignity in the workplace. They are responsible for ensuring that employees/members in their area are aware of the Harassment Prevention Policy and participate or attend any mandatory information sessions. They are also responsible for directly addressing any issues of harassment or discrimination under this policy that they witness and by taking immediate action to correct the matter.

This may include:

- i. Meeting with the affected parties to obtain details on the issue, and where appropriate encourage the parties to resolve it on their own.
- ii. Where it is a serious issue, seek the assistance of your supervisor and as appropriate the NL Corps CO/Branch/Division/National President.
- iii. Provide support to the affected parties and engage other support mechanisms that may be deemed appropriate.
- iv. When resolving a matter consider the appropriate remedy or disciplinary action such as: counselling employee; requiring an apology; or providing a verbal or written warning.
- v. Follow up with the affected parties to ensure there are no reprisals.

What protection do I have if I come forward with a complaint?

Any retaliation or reprisals are prohibited against anyone who comes forward with a complaint under this policy or has provided information regarding a complaint. Any form of retaliation or reprisals will be subject to further follow up inquiries, investigation and disciplinary action where it is deemed warranted. The same

Child Abuse Prevention

The Navy League of Canada

IMPORTANT NEWS

Child Abuse

What is it?

The Navy League of Canada is committed to providing a learning and working environment for all members that is healthy, safe, productive and free from violence and abuse. Everyone has an individual responsibility to facilitate a safe, secure and abuse-free workplace.

What does this mean?

Child Abuse: means any form of physical, emotional and/or sexual mistreatment or lack of care that causes physical injury or emotional damage to a child.

This policy applies to all members of the Navy League of Canada including: National and Divisional/Branch employees; registered participants (Branch Members) including National Board, Division and Branch Council members and all categories of Associates; and volunteers including Navy League Officers. This policy also covers contractors, subcontractors, suppliers, and visitors to our organization.

How do I know what is considered child abuse?

Examples of child abuse covered under the policy include:

Emotional Abuse: refers to the chronic/repetitive non-physical abuse over a significant period of time of a child's/youth's self-esteem.

Physical Abuse: occurs when a person in a position of power or trust injures or threatens to injure a child or youth and includes: hitting, slapping, punching, pushing, kicking, hair pulling, burning, suffocation, asphyxia, biting and restraining. It also includes the excessive use of exercise as a form of punishment forcing a child to exercise until he/she becomes sick or passes out from exhaustion. Physical Abuse also includes: hazing, abandonment, homicide and assault, assault with a weapon or causing bodily harm and correction of a child by force.

Neglect: refers to the chronic inattention to the basic necessities of life such as clothing, shelter, nutritious diet, education, good hygiene, supervision, medical and dental care, adequate rest, environment, moral guidance and discipline, exercise and fresh air.

Sexual Abuse: occurs when a young or less powerful person is used by an older or more powerful person, child, adolescent or adult for sexual gratification. There are two categories: non-contact and contact.
i) **Non contact:** flashing or exposing sexual body parts to a child; watching intrusively as a child changes or showers; speaking/communicating seductively with a child; showing pornographic magazines or photographs to children; having young people participate in the creation of pornographic materials; forcing a young person to watch a sexual act performed by another person.

- objectifying a child's sexual body parts; and
- ii) **Contact:** kissing or holding a child in a sexual manner; touching sexual body parts or forcing a child to touch another person's sexual body parts; oral sex; penetrating a child anally or vaginally with objects or fingers; having vaginal or anal intercourse with a child.

What should I do if I believe child abuse has occurred?

A person who believes that child abuse has occurred must report the matter to the local Child Protection Agency and ensure that the appropriate Navy League Chain of Command is informed. The Child Protection Agency will determine with police assistance if the incident being reported constitutes a criminal act or not.

What happens next?

The Commanding Officer of a Navy League Cadet Corps will inform the Branch President that a report has been made to the Child Protection Agency. An incident report form will be completed by the Commanding Officer and forwarded to the Branch President as soon as practicable but not later than seventy two (72) hours.

The Commanding Officer will take immediate and appropriate steps to separate the alleged offender from the victim pending the intervention from the Child Protection Agency. The Commanding Officer will work with the appropriate authorities to develop a safety plan.

Any parental notification, in cases of suspected child abuse, will be the responsibility of the Child Protection Agency.

What is the role of the Executive Director (or as appropriate Divisional/Branch staff Councils)?

All leaders in the organization are responsible for facilitating a safe, secure and violence and abuse-free workplace. They are responsible for ensuring that employees/members in their area are aware of the Child Abuse Prevention Policy and participate or attend any mandatory information sessions. They are also responsible for directly addressing any issues of abuse under this policy that they witness and by taking immediate action to correct the matter.

This may include:

1. Immediately contact authorities if required and if it has not been done yet.
2. When necessary, ensure that proper medical care is provided for anyone involved in an incident.
3. Inform your supervisor and as appropriate the NL Corps CO/Branch/Division/Naval President.
4. Co-operate with the assigned investigators, police or other authorities as required during investigation related to child abuse.
5. Provide support to the affected parties and engage other support mechanisms that may be deemed appropriate.
6. Uphold the decisions arising from an investigation.
7. Follow up with the affected parties to ensure there are no reprisals.

What protection do I have if I come forward with a complaint?

Any retaliation or reprisals are prohibited against anyone who comes forward with a complaint under this

policy or has provided information regarding a complaint. Any form of retaliation or reprisals will be subject to further follow up inquiries, investigation and disciplinary action where it is deemed warranted. The same procedures under this policy will be used to investigate alleged retaliation or reprisals.

Workplace Violence Prevention

The Navy League of Canada

IMPORTANT NEWS

Workplace Violence

What is it?

The Navy League of Canada is committed to providing a learning and working environment for all members that is healthy, safe, productive and free from violence. Everyone has an individual responsibility to facilitate a safe, secure and violence-free workplace.

What does this mean?

Workplace Violence: Is the exercise of physical or verbal force by a person against a person, in the workplace that causes or could cause physical injury to that person. It also includes an attempt to exercise physical force against a person in the workplace that could cause physical or mental injury to that person and a statement or behaviour that any person could reasonably interpret as a threat to exercise physical force against that person in a workplace, that could cause physical injury to the person.

All members of the Navy League of Canada including: National and Divisional/Branch employees; registered participants (Branch Members) including National Board, Division and Branch Council members and all categories of Associates; and volunteers including Navy League are covered by this policy. This policy also covers contractors, subcontractors, suppliers, and visitors to our organization.

How do I know what is considered violence in the workplace?

Examples of the types of workplace violence could include but are not limited to:

- i. Verbally threatening to attack someone;
- ii. Leaving threatening notes, sending threatening e-mails or making obscene or harassing phone calls;
- iii. Shaking a fist in someone's face;
- iv. Carrying or wielding a weapon at work;
- v. Hitting or trying to hit someone;
- vi. Throwing an object at someone;
- vii. Sexual violence against someone;
- viii. Kicking an object that someone is standing on such as a ladder; or
- ix. Trying to run someone down using a vehicle or equipment.

Other types of violence to be aware of are:

Other types of violence to be aware of are:

i. Criminal Violence: Criminal violence, such as sexual or physical assault, is defined by the Criminal Code. Anyone who witnesses this behavior must report any criminal behaviour to the Police.

What should I do if I believe I have been subjected to violence in the workplace?

In the case of an emergency: (immediate danger, weapons involvement, physical injury related to violent behavior) **for acts of violence, assaults or other violent incidents CALL 911 immediately.** Critical information must be provided including the nature of the incident, whether emergency services are required, whether the perpetrator(s) are still present or whether weapons are involved. Individuals are also encouraged to report through their appropriate Navy League Chain of Command.

For non-emergencies individuals are encouraged to immediately report threatening statements or behavior that gives one reasonable grounds to believe that there is a potential for workplace violence through their appropriate Navy League Chain of Command.

What happens next?

Upon receiving a complaint, a process will be undertaken promptly to review and respond to the complaint. If necessary, external parties may be brought in to assist with the review of the complaint.

What is the role of the Executive Director (or as appropriate Divisional/Branch staff Councils)?

All leaders, both paid and volunteers, in the organization are required to facilitate a safe, secure and violence-free workplace. They are responsible for ensuring that employees/members in their area are aware of the Workplace Violence Prevention Policy and participate or attend any mandatory information sessions. They are also responsible for directly addressing any issues of violence that they witness and by taking immediate action to correct the matter.

This may include:

- i. Immediately, contact 911 if required and if it has not been done yet.
- ii. When necessary, ensure that proper medical care is provided for anyone involved in an incident and secure the safety of employees.
- iii. Inform your supervisor and as appropriate the NL Corps CO/Branch/Division/National President
- iv. Co-operate with assigned investigators, police or other authorities as required during any investigation related to workplace violence.
- v. Provide support to the affected parties and engage other support mechanisms that may be deemed appropriate.
- vi. Uphold the decisions arising from an investigation.
- vii. Follow up with the affected parties to ensure there are no reprisals.

What protection do I have if I come forward with a complaint?

Any retaliation or reprisals are prohibited against anyone who comes forward with a complaint under this policy or has provided information regarding a complaint. Any form of retaliation or reprisals will be subject to further follow up inquiries, investigation and disciplinary action where it is deemed warranted. The same procedures under this policy will be used to investigate alleged retaliation or reprisals.