



## **INFORMATION FOR PARENT/GUARDIAN/ADULT HELPERS**

### **What is Scouts Canada's Policy on Parents/Guardians Participating in Scouting Activities?**

We encourage parents to get involved in their child's Scouting activities. In fact, the majority of our volunteers are parents. This can mean assisting at an event or becoming a Scouter. However, Scouts Canada believes that it is important for all individuals working with our youth to have proper training and screening to ensure the safest experience for our members.

### **What is a Parent's/Guardian's Role at a Scouting Activity?**

The primary responsibility of Parents/Guardians lies with their own child. Parents/Guardians are often asked to help as a program resource person (sharing a skill or hobby) or bringing snacks for Beaver Scouts or Cub Scouts outings. Parents are required to complete screening (as per the Non Scouts Canada Member screening chart) and are always under the supervision of at least two registered Scouters. Parents are permitted to participate in 3-5 Scouting activities per year before they must become a Scouts Canada member.

### **What can parents expect if they need screening to participate in a day time activity?**

There are three simple steps to screening parents – it won't take more than 10 minutes.

- Scouters will discuss what is expected of parents at the activity
- Parents will need to read, understand and sign our Code of Conduct annually
- They will introduce the parents to the rest of the youth and explain their role at the activity

### **What screening is required for parents/guardians to attend an activity overnight?**

Requirements are the same as if attending a day time activity with one addition. All adults staying over night must watch the Child and Youth Safety training video.

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- All adults need to watch the Child and Youth Safety training video

### **Do Parents Need to Sign an Individual Release and Hold Harmless Agreement?**

No, not if they have been screened.

### **What Should We Do About Siblings Who Aren't Members of Scouting?**

Sometimes parents have to bring younger siblings with them to Scouting events. They are not program participants. They are observers and parents are responsible for supervising them. Parents must sign an Individual Release and Hold-Harmless Agreement for these youth.

### **What is Scouts Canada's Policy on Resource People Recruited to Help at Scouting Activities?**

Successful leaders know that bringing in resource people to help with activities is a good idea. Whether it's the fire department, someone from the orienteering club or any other resource person, people who participate in day events need to be advised exactly the same way as a parent.

### **Are Resource People Also Screened if They Stay Overnight at a Scouting Activity?**

Yes, if resource people are participating in an overnight activity they must:

- Complete the parent/daytime resource person screening,
- Provide a current police record check clear of criminal conviction, verified by the Group Commissioner, and
- Have three personal references checked.

### **Do Other Resource People Need to Sign an Individual Release and Hold Harmless Agreement?**

No, not if they have been properly screened.

## **Becoming a Parent Helper / Parent Overnight in the 115<sup>th</sup> Ottawa Scouts:**

A parent role record can be added to MyScouts for any parent of an **Active** youth participant. The parent(s) must have their own individual record properly linked to the child to allow the creation of the parent role record. The **parent** member role type is reserved for parents who are not registered as a member/volunteer within Scouts Canada. **It is for non-member helpers**

### 1 Complete a Volunteer Application Form

- Information required to ensure that the personal details entered into MyScouts are up-to-date
- Click here for **Volunteer Application Form**
- ***NOTE: The 115 TH is not set up for Online Registration at this time***
- Fill form out ON-LINE and SAVE it with the applicant's name as part of the filename
- Indicate the relevant Role of Applicant in the line SCOUT GROUP NAME AND ROLE\*
  - All role records are permanently recorded in **myscouts.ca**
- It is important that you provide ONE **valid and unique email address** so that your records will be linked together
- **Do not use** the same email address as your child, if that child is 18 years or older
- You do **NOT** need to provide personal references

### 2 Submit Your Application

- E-mail the file to [115thphscouts@gmail.com](mailto:115thphscouts@gmail.com)
- Print a copy and sign
- Submit the **signed form** to a Leader or the Registrar or the Group Commissioner (See Mailing Address below)
- **OR,**
- Hard Copy forms may be completed and submitted as above.

### 3 Role Expectations Explained

- A Leader or the Registrar or Group Commissioner will go over role expectations with you.

### 4 Create an Account in MyScouts

- The Registrar will advise you when your role has been assigned to your MyScouts profile
- Go to <https://www.myscouts.ca/> and select Request New Password
- Complete the form and request that they send you an email.
- Use the same email address you provided in your Application to log in
- Accept the Code of Conduct electronically or submit a signed hardcopy of the form - [Code of Conduct](#)
- For difficulty logging in to Myscouts, or no Code of Conduct upon logging in, please **contact the help centre**.

### 5 Complete Scouts Canada's mandatory training

- **Parent overnight** volunteers are required in the screening policy to take 'Safe Scouting for Parents' (also referred to in the screening policy as 'Child and Youth safety') in the David Huestis Learning Centre
- **Parent helpers do not** need to take this training, however you have access to take the training should you feel it is beneficial.
- Watch the following video and you should be ready to proceed to the training using the Huestis Portal.
  - David Huestis Learning Centre (NEW eLearning Platform ... or
  - consult <http://www.scouts.ca/vstk/pdf/training/FAQ-LMS.pdf>
- After a **successful log in** and training, if needed, send a notification email to [registrar115th@gmail.com](mailto:registrar115th@gmail.com)

### 6 Role restrictions:

- As a part of the screening, your presence as a parent helper or parent overnight volunteer will be explained to the youth present.
- You must be supervised by at least 2 other registered adults when with child participants.
- Parent helpers and Parent overnight volunteers do **NOT** count for ratio of adults to children.

The Registrar 115th Ottawa (Parkwood Hills) Scouts 38 Silverwood Road, Nepean, Ontario, CANADA, K2E 6Y3	PHONE: 613-224-5910      FAX: 613-224-0114 E-MAIL (1): <a href="mailto:115thphscouts@gmail.com">115thphscouts@gmail.com</a> WEBSITE: <a href="http://115thphscouts.tripod.com">http://115thphscouts.tripod.com</a>
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